Annual Vacation

PURPOSE: Personnel Policy and Procedures for the Taber Public Library.

POLICY:

1. Library full-time employees are entitled to the following annual vacation:

    a. 1-4 years continuous employment — 2 weeks
    b. 5-9 years continuous employment — 3 weeks
    c. 10 years and over — 4 weeks
    d. additional vacation may be granted by the Board

2. Other Library employees (part-time and casual) shall be entitled to vacation pay as set out in the Employment Standards Code and Regulations which state:

    a. less than 5 years completed service — 4% of wages
    b. after 5 years completed service — 6% of wages

GUIDELINES:

1. Library Manager will inform the Board of impending staff vacations.

2. No two (2) library assistants shall take vacation at the same time. Vacation will be on a "first come, first served" basis.

3. During summer months (May-September) vacation time is limited to two weeks or longer at the discretion of the Library Manager.

4. Vacation must be taken within one (1) calendar year of the anniversary of the employees start date. Any carry over must be approved by the Board.

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