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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