

Rural Municipality of Craik No. 222 Policy

Policy # 2024-01

Policy Title: Vacation Time

Policy Objective:

The purpose of this policy is to explain the standards, guidelines and procedures for paid vacation time for all staff members.

Authority: (Bylaw # or Resolution date/#)

Council Resolution: 2024-008

Policy:

This policy applies to all employees of the municipality. All employees are expected to use and or be paid out their allotted vacation time in full every year. The following policy statement is intended to clarify paid vacation procedures for the Rural Municipality of Craik staff:

1. Annual vacations to be governed by Provincial Labour Laws.
2. Part-time, casual or temporary employees shall receive vacation pay at the rate of 0.577 percent of their earnings paid out on each pay period.
3. Paid vacation time granted to an employee must be used or be paid out in its totality within the fiscal year; however, vacation days may be authorized to be rolled over into the following year at the Administrator and Councils discretion under certain circumstances.
4. Request to roll over vacation time must be submitted in writing to the Administrator to be taken to Council before November 1st and will be addressed on a case-by-case basis.



Reeve

Administrator