



FORTFRANCES

**VACATION POLICY FOR NON-UNION
EMPLOYEES**

HUMAN RESOURCES 3.25

POLICY

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VACATION POLICY FOR NON-UNION EMPLOYEES

1. PURPOSE

This policy updates the Town's vacation entitlements to better reflect current workforce expectations, promote employee well-being, and support talent attraction and retention. It ensures that employees are provided with paid time off for rest and leisure in recognition of their contributions.

The Town encourages employees to take their annual vacation within the year it is earned to rest, recharge, and disconnect from work.

These entitlements exceed the minimum standards set out under the Ontario *Employment Standards Act, 2000*.

2. SCOPE

This policy shall apply to all permanent full-time and permanent part-time non-union employees.

Unionized employees shall be governed under their collective agreements.

Contract/term employees are directed to the terms of their employment contract.

3. DEFINITIONS

- Calendar year: January 1 to December 31 of the same calendar year.
- Entitlement: This indicates the annual vacation entitlement provided to an employee, which is determined by their accumulated years of completed service.
- Full-time Employees: Are employees that work at least 35 or 40 regular hours per week. They are staff members who hold a position that is indefinitely budgeted as part of the staffing plan.
- Interim Employee: Are employees who are hired on a temporary, casual, or 'as required' basis to provide coverage for regular full-time, regular part-time, or seasonal positions
- Management Employee: Is an individual employed by the Town who has responsibility and authority for supervising staff and/or directing municipal operations. Management employees exercise independent judgment in the administration of services and may be responsible for leadership within a department or a division.

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- **Non-Management Employee:** Is an individual employed by the Town who does not have supervisory, managerial, or decision-making authority over other employees or municipal operations.
- **Part-time Employee:** Is a permanent employee working less than 35 hours per week.
- **Seasonal Employee:** These employees are employed on a short term 'as required' basis for a certain number of months per calendar year
- **Service:** This refers to the total number of calendar years an individual has worked with the Town. It includes hours accumulated in full-time, part-time, and casual positions.
- **Years of service:** Is based on the hire date.

4. VACATION ENTITLEMENT

All permanent full-time non-union employees accumulate vacation credits, based on their years of service effective each calendar year, as per the tables below.

For permanent part-time and seasonal employees, the length of service shall be calculated as the equivalent annual hours of a similar full-time position.

Non-Management Employees Point Band 1-11		
Completed Service		Vacation Entitlements in Weeks
First year of employment		Pro-rated at 3 weeks
1 year	Less than 3 years	3 weeks
3 years	Less than 8 years	4 weeks
8 years	Less than 13 years	5 weeks
13 years	Less than 18 years	6 weeks
18 years		7 weeks
<i>capped 7 weeks</i>		

Management Employees Point Band 8-17		
Completed Service		Vacation Entitlements in Weeks
First year of employment		Pro-rated at 4 weeks
1 year	Less than 3 years	4 weeks
3 years	Less than 8 years	5 weeks
8 years	Less than 14 years	6 weeks
14 years		7 weeks
<i>capped 7 weeks</i>		

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1. Vacation time earned up to December 31st of the first year of employment shall be prorated for all new employees.
2. Only actively working permanent employees are entitled to paid vacation and personal care days.
3. An employee who is entitled to a vacation increment shall be entitled to it as of the beginning of the calendar year in which they would receive it.
4. Casual employees will receive vacation pay as per legislation.

5. UTILIZATION AND SCHEDULING

1. Employees must submit vacation requests in writing to their supervisor and obtain written approval before finalizing plans.
2. Vacation will be scheduled by management, subject to operational considerations, between January 1st and December 31st of a vacation year.
3. Changes to the approved vacation schedule are at the discretion of management.
4. Rescheduling due to illness or injury: Where an employee's scheduled vacation is interrupted due to a serious illness requiring an employee to be admitted as an in-patient to a hospital or quarantined, the period of hospitalization or quarantine will be paid as sick leave, not vacation, provided the employee has submitted an acceptable medical note/certificate to their supervisor and the Human Resources Manager.

6. VACATION CARRY OVER

1. Employees may carry over up to five (5) days of unused vacation to the following calendar year, provided they have taken at least the minimum vacation required under the *Employment Standards Act, 2000*.

Years of Service	Vacation Time	Vacation Pay
Less than 5 years	2 weeks (10 days)	4% of gross wages
5 years or more	3 weeks (15 days)	6% of gross wages

ESA minimum vacation

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2. Any carryover exceeding five (5) days must be approved by both the employee's Division Manager and the Chief Administration Officer (CAO).
3. If an employee is asked in writing by their Division Manager or the CAO to defer any portion of their vacation entitlement beyond the minimum required under the *Employment Standards Act, 2000* due to operational needs, they may carry over more than five (5) days of unused vacation to the following year.
4. Any vacation entitlement carried over from the current vacation year to the next vacation year must be used by December 31 of the next year or forfeited.
5. In rare circumstances (such as exceptional travel opportunities or significant family-related situations) an employee may be permitted to carry over ten (10) or more days of vacation entitlement to the following year provided that they have:
 - Taken the Employment Standards Act, minimum; and
 - Obtained the approval of their Division Manager by December 1 of the current year.

Requests greater than ten (10) days will also be reviewed by their Division Manager and the CAO.

7. VACATION ENTITLEMENT CAP

Vacation entitlement is capped at a maximum of seven (7) weeks. This cap is implemented to ensure fairness and equality, meet organizational needs, and reflect best practices in municipal workforce management.

8. VACATION ENTITLEMENT IN OFFERS OF EMPLOYMENT

1. A starting vacation entitlement, or a schedule of incremental increases that differs from this vacation entitlement policy, may be negotiated with a candidate for a non-union position if:
 - The candidate's experience is substantial and directly related to the position.
 - The negotiated entitlement does not exceed what the candidate would have earned had all prior experience been with the Town; and
 - Approval has been obtained from the Human Resources Manager and the Division Manager.

2. In such cases, the Division Manager and the Human Resources Manager will determine the employee's future vacation entitlement. Where necessary, or in the event of an impasse, final approval will be granted by the CAO.

9. INTERIM ACTING APPOINTMENTS (SUPERVISORY/MANAGEMENT ROLES)

Where applicable, employees who are appointed to an interim acting supervisory or management role will accrue the additional week of vacation on a pro-rated basis. Accrual will be calculated monthly, based on the duration of the acting assignment.

10. PERSONAL CARE DAYS

All permanent employees are entitled to personal care days, also known as floating days. For new employees, these days will be pro-rated based on their hire date.

- Full-time, non-union employees receive three (3) floating holidays each calendar year.
- Part-time, non-union employees receive two (2) floating holidays each calendar year.

These float days are provided in addition to statutory holidays and can be scheduled throughout the calendar year with manager approval.

These cannot be carried over to the new calendar year if unused.

11. UNPAID VACATION LEAVE

Employees may request unpaid vacation leave after all accrued paid vacation time has been exhausted and additional time off is required.

- Unpaid leave requests are subject to the following limits and approvals:
 - Up to 5 days: Requires Division Manager approval
 - 6 to 10 days: Requires CAO approval
- All requests for unpaid leave must be submitted in advance and are subject to management approval based on operational needs.
- Approval is not guaranteed and will be considered on a case-by-case basis.
- During periods of unpaid leave, employees may be responsible for maintaining benefit contributions, where applicable.

- Additionally, unpaid leave may affect pension contributions and credited service, which could impact future pension benefits. Employees are encouraged to review plan details or consult with Human Resources to understand the specific implications.

12. END OF EMPLOYMENT

1. If an employee terminates employment (written notice of at least two (2) weeks for non-management, and four (4) weeks for management staff, must be provided to their supervisor) or their employment is terminated, any vacation pay owed will be determined based on the amount accrued up to the resignation or termination date.
2. If an employee retires (written notice of at least two (2) weeks for non-management, and four (4) weeks for management staff, prior to the final day work must be provided to their supervisor), their final paycheque will include pay for the accrued and unused portion of the earned vacation hours.
3. If an employee resigns, retires or leaves the service of the Town before earning vacation that they have already taken, any pay for excess days will be deducted from their final pay.

13. ADDITIONAL POINTS

1. All current vacation entitlements will remain in effect and will be preserved through a grandfathering provision, where such entitlements are more favourable.
2. Employees transferring from a full-time union position to a full-time non-union position will have this non-union vacation entitlement applied.
3. Employees transferring from a full-time non-union position to a full-time union position shall be governed by the terms of the respective collective agreement.
4. If a statutory holiday occurs during the vacation period of an employee who has finished their probationary period, the vacation may be extended by an additional day or rescheduled for a later date.
5. If an employee becomes ill or injured during their vacation period and is hospitalized because of such illness or injury, the period of hospitalization will be re-scheduled as a vacation period at a later mutually agreeable date.
6. Should an employee pass away before or during their vacation period, the employee's beneficiary or estate is entitled to receive any vacation pay that is owed to the employee.
7. In the event of the death of a family member during an employee's vacation period, said employee shall be able to access the bereavement leave provisions within the Town's

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Bereavement Leave policy, and the vacation time that is affected will be postponed to a later date that is mutually acceptable.

8. If an employee is absent from work on any leave of absence without pay (excluding legislated protected leaves) more than 90 calendar days, the employee's vacation and vacation pay will be pro-rated in accordance with actual time worked.
9. In cases where an employee is unable to attend work because of illness, a non-work-related injury, or an absence related to Worker's Compensation for more than one hundred and fifty (150) working days within any entitlement year, the employee's vacation entitlement following the 150 days will be adjusted based on the actual days worked.

14. RESPONSIBILITIES

The Human Resources Manager is responsible for overseeing and administering this policy.

Division Managers and supervisors must ensure employee compliance and coordinate vacation scheduling in a way that minimizes disruption to departmental operations.

15. EXCEPTIONS AND DISCRETION

Vacation requests that fall outside the parameters of this policy, including those arising from exceptional circumstances, must be submitted by the employee's supervisor to the Human Resources Manager and the CAO for review and approval.

The CAO retains the discretion to interpret and apply these procedures, including consideration of exceptional circumstances, ensuring decisions align with the organization's Mission, Vision, and Values while taking operational requirements into account.

16. POLICY AND LEGAL REFERENCES

- Disconnecting from Work Policy 3.8
- Management / Non-Unions Benefits Policy 3.10
- *Employment Standards Act, 2000* (ESA)