

Vacation Management – Responsibility Summary

The roles and responsibilities identified in this document reflect the roles within the organization and not necessarily the job title. Any position that is responsible for directly supervising employees will be accountable for the Supervisor role as defined in this procedure in addition to any other responsibilities as an Employee, Director, Branch Manager, General Manager or City Manager.

City Manager	<ul style="list-style-type: none"> ▪ Approve or deny exceptions to or deviations from this directive ▪ Provide oversight to ensure corporate level compliance with this directive
General Manager	<ul style="list-style-type: none"> ▪ Provide oversight to ensure department level compliance with this directive ▪ Approve or deny requests for vacation payouts based on exception criteria ▪ Approve or deny recommendations for excess vacation carry over based on exception criteria
Branch Manager	<ul style="list-style-type: none"> ▪ Provide oversight to ensure branch level compliance with this directive ▪ Approve or deny advances of vacation leave ▪ Approve or deny reimbursement of employee expenses related to recall or cancellation of employee vacation ▪ Recommend or deny recommendations for excess vacation carry over based on exception criteria ▪ Recommend or deny employee vacation payouts based on exception criteria
Directors	<ul style="list-style-type: none"> ▪ Ensure supervisors (direct and indirect reports) have all necessary information and support to be in compliance with this directive ▪ Provide oversight to ensure section level compliance with this directive ▪ Recommend or deny excess vacation carry over ▪ Recommend or deny advances of vacation leave ▪ Recommend or deny reimbursement of employee expenses related to recall or cancellation of employee vacation ▪ Recommend or deny employee vacation payout
Supervisors	<ul style="list-style-type: none"> ▪ Approve or deny employee vacation requests based on applicable procedures and guidelines governing the provision of vacation leave ▪ Ensure employees take their required amount of annual vacation leave. Reasonable efforts should be made to have employees take their earned vacation entitlement as time off. ▪ Monitor and manage excessive employee vacation entitlements on a regular basis ▪ Discuss an action plan with affected employees to manage excess vacation ▪ Schedule employee vacation as per the Employment Standards Code when necessary to ensure compliance with this directive ▪ Recommend or deny carry over of excess vacation ▪ Recommend or deny employee vacation payouts
Employees	<ul style="list-style-type: none"> ▪ Take earned vacation entitlement each year as time off, after obtaining prior approval from their supervisor ▪ Monitor vacation earnings and take appropriate actions to avoid accumulating excess vacation
Human Resources	<ul style="list-style-type: none"> ▪ Provide monthly vacation reports to Directors and Branch Managers ▪ Provide third quarter and year end oversight reports to Branch Managers, General Managers, and the City Manager ▪ Provide interpretation and clarification of this directive ▪ Monitor and maintain this directive