

**Addendum to  
'MANAGEMENT ADMINISTRATIVE GUIDELINES Revised April 2011'**

**Vacation Entitlements – Management & Out-of-Scope Employees**

The purpose of this addendum is to bridge the gap between the CLT approval of a revised Vacation Administrative Directive with vacation entitlement information for management and out-of-scope employees removed, and the approval of a revised Management Administrative Guidelines document with the vacation entitlement information incorporated.

This addendum contains no new information and is a word-for-word copy of the vacation entitlement information documented in the Administrative Directive and Administrative Procedures "Vacation (A1115A)" as last approved in 1993. It is meant to ensure that during the revision period formal documentation exists and provides consistent information to employees.

Through the process of revising the Management Administrative Guidelines (April 2011), the information contained in this addendum will be updated, revised, and incorporated directly into the revised Management Administrative Guidelines document which is expected to be completed in 2013.

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**Vacation**

**Managerial and Out-of-Scope Employees - Full Time Service**

Full-time Managerial employees shall commence earning vacation for each bi-weekly period during which regular bi-weekly salary is received on the following basis:

15 working days in each vacation year commencing with the bi-weekly pay period in which the employee's date of entry into the Civic Service occurs (0.576 days per bi-weekly pay period).

20 working days in each vacation year commencing with the bi-weekly pay period in which the employee's seventh (7th) anniversary of continuous full time service occurs (0.769 days per bi-weekly pay period).

25 working days in each vacation year commencing with the bi-weekly pay period in which the employee's sixteenth (16th) anniversary of continuous full time service occurs (0.961 days per bi-weekly pay period).

30 working days in each vacation year commencing with the bi-weekly pay period in which the employee's twenty-second (22nd) anniversary of continuous full time service occurs (1.154 days per bi-weekly pay period).

**Senior Executives**

Employees in the Senior Executive Category shall earn the following vacation:

20 working days in each vacation year commencing with the bi-weekly pay period in which the employee's date of entry into the Civic Service occurs (0.769 days per bi-weekly pay period).

25 working days in each vacation year commencing with the bi-weekly pay period in which the employee's seventh (7th) anniversary of continuous full time service occurs (0.961 days per bi-weekly pay period).

30 working days in each vacation year commencing with the bi-weekly pay period in which the employee's sixteenth (16th) anniversary of continuous full time service occurs (1.154 days per bi-weekly pay period).

#### Less than Full Time Service

A management employee who is regularly employed on a less than full time basis and receives less than the regular full time bi-weekly salary in any pay period shall earn vacation as per managerial and out-of-scope employees prorated to their regular average daily hours of work.

#### Temporary Management Employees

A temporary management employee shall earn vacation for each bi-weekly period during which regular bi-weekly salary is received at a rate equivalent to that identified for managerial and out-of-scope employees.

#### Receiving Short Term and Long Term Disability Benefits

A management or out-of-scope employee who is absent from work, but receives a bi-weekly salary from the Short Term Disability Plan, shall continue to earn vacation until the end of the last pay period in which Short Term Disability benefits are paid. An employee who becomes entitled to Long Term Disability benefits shall immediately cease to earn vacation.

#### Leave of Absence With Pay

A management employee granted leave of absence with full or partial salary shall continue to earn vacation at a rate equivalent to their full salary or partial salary entitlement whichever is applicable.

#### Leave of Absence Without Pay

A management employee granted leave of absence without pay for a period in excess of three (3) consecutive pay periods shall cease to earn vacation commencing the beginning of the fourth (4th) pay period in which no salary was received and continuing until returning to full or part time work.

#### Self Funded Leave of Absence

An employee granted a Self Funded Leave of Absence shall cease to earn vacation commencing with the first full bi-weekly pay period of the leave.

#### Termination/Death Payouts

On termination of employment, an employee shall be paid out for any unused vacation earned at the applicable regular rate of pay. In case of death, payment shall be made to the estate. Any outstanding advance of vacation leave in similar circumstances shall be recovered.

#### Sick Leave During Vacation

In the event an employee is debilitated due to illness or injury for three days or more during any period of authorized vacation leave, the sick days shall not be considered vacation but as sick time in accordance with sick leave provisions.

#### Bereavement Leave During Vacation

A permanent or probationary employee on vacation leave shall be eligible for bereavement leave in accordance with the bereavement leave provisions.

#### Statutory Holidays

If a statutory holiday for which the employee is entitled, occurs during an employee's vacation leave, the holiday shall not be counted as a vacation day.