

Lib-06-011

Section: Tofield Municipal Library Staff

Title: Vacation Leave

1. Requests for vacation leave must be made in writing. Subject to adequate staffing, the Library Manager will approve or deny vacation applications for other Library employees, and The Board will approve or deny vacation applications of the Library Manager.
2. Employees shall not take annual vacation leave without prior authorization.
3. When scheduling staff vacations, priority for summer vacations will be given to requests received by May 1st.
4. Employees may carry over the previous year's annual accrued vacation leave. These days must be taken by December 31 of the following year. Exceptions need to be approved by Manager, or in case of the Manager, the Board. Unused days will be forfeited.
5. During the first four years of continuous service, permanent staff earn vacation time at a rate of 4%, or one hour for each 25 hours worked. Vacation leave will be granted to the limit of vacation time earned.
6. During the fifth and subsequent years of continuous service, permanent staff earn vacation at a rate of 6%, equivalent to three weeks of paid annual vacation leave for full-time staff.
7. Casual employees will be paid 4% of their hourly rate on each cheque in lieu of paid leave and will have two weeks off without pay as annual vacation leave.

Latest Revised Date: March 14, 2024