



Statement of Policy and Procedure			
Department:	Corporate Services	Policy No.	116
Section:	Human Resources	Issued:	January 1, 2006
Subject:	Out of Scope Vacation Leave and Management Days Off	Effective:	March 25, 2024
Council Resolution # and Date:	Council Resolution No. 0074 dated March 25, 2024		
		Replaces:	HR 4.01
Issued by:	Director of Corporate Services	Dated:	January 1, 2006
Approved by:	City Manager		

1 POLICY

- 1.01 Out of scope employees are entitled to vacation leave based on eligible years of service.
- 1.02 Out of scope employees earn twelve (12) management days off annually

2 PURPOSE

- 2.01 The purpose of this Policy is to provide direction regarding vacation entitlements and management days off (MDOs) earned by out of scope employees.
- 2.02 To promote the utilization of vacation and MDOs in a way that meets both employee and operational needs.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all out of scope employees.

4 RESPONSIBILITY

- 4.01 Managers are responsible to:
 - (a) Approve and monitor vacation and MDOs utilization.

- (b) Ensure subordinates plan vacations and MDO utilization in a way that minimizes disruption to City operations;
- (b) Implement a vacation calendar or scheduling system to manage overlapping requests to maintain adequate staffing levels; and
- (d) Maintain accurate records and usage of vacation and MDOs.

5 DEFINITIONS

- 5.01 "Continuous Employment" means a period of twelve (12) consecutive months of employment including approved vacation time and/or approved leaves of absence(s).
- 5.02 "Vacation Year" is defined as January 1 to the following December 31.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 The Saskatchewan Employment Act and The Employment Standards Regulations

7 PROCEDURE

7.01 Vacation Entitlement

- (a) Out of scope employees are entitled to vacation based on their length of service with the City, as follows:
 - 3 weeks (15 days) vacation per year after one year of employment
 - 4 weeks (20 days) vacation per year in your 8th anniversary year
 - 5 weeks (25 days) vacation per year in your 15th anniversary year
 - 6 weeks (30 days) vacation per year in your 25th anniversary year
- (b) Out of scope employees are eligible for vacation leave after completing one (1) year of continuous employment, or earlier if approved by the City Manager
- (c) Earned vacation and MDOs must be used in the year earned except for the five (5) days of vacation that may be approved for carry over to the next fiscal year.
- (d) Term or casual out of scope employees will receive vacation pay in lieu of vacation credits. Vacation pay will be at the rate of 3/52 of earnings, and will be paid on each payroll.

- (e) Vacation credits will not be accrued during an approved leave of absence that exceeds thirty (30) days.

7.02 Vacation Entitlement – New Hires

- (a) New out of scope employees will be provided vacation years of service based on their years of experience that the City Manager deems appropriate to a maximum of twenty (20) years of service.
- (b) Previous experience considered shall be experience directly related to the position and/or managerial experience.

7.03 Vacation Carry Over

- (a) Out of scope employees may carryover up to five (5) vacation days per vacation year.
- (b) Carryover of vacation must be requested in writing and approved by the Department Head.
- (c) Carryover of vacation of more than five (5) days must be approved by the City Manager.

7.04 Management Days Off (MDOs)

- (a) Out of scope employees earn twelve (12) paid MDOs per year.
- (b) MDOs cannot be carried over to the next fiscal year.
- (c) MDOs cannot be paid out.

7.05 Request and Approval Process

- (a) Out of scope employees are required to submit vacation and MDO requests in advance, to their immediate supervisor.
- (b) The City reserves the right to approve, deny, cancel or restrict vacation and/or MDO requests based on operational needs.
- (c) Vacation leaves exceeding annual entitlement are generally not permitted for out of scope employees. However, such requests may be granted after considering operational needs.

- (d) Extended leaves exceeding thirty (30) consecutive days are not permitted for out of scope employees except in rare situations approved by the City Manager. Except in emergencies, a minimum ninety (90) days' notice should be provided for consideration of leaves greater than thirty (30) days.

7.06 Illness During Vacation

- (a) If an out of scope employee falls ill after starting their vacation, and they have been sick for at least four (4) days during their leave, those sick days may be deducted from their sick leave balance.
- (b) The out of scope employee is required to present a medical certificate from a qualified Medical Practitioner on their first day back to work following the illness.

7.07 Paid Holiday Occurring During Vacation

- (a) When a paid holiday falls on a normal working day during an out of scope employee's vacation, the employee shall be credited for the paid holiday and not utilize a vacation day for the paid holiday.

7.08 Leave of Absence and Vacation

- (a) An out of scope employee who is on statutory leave may defer taking vacation until their leave expires.
- (b) If an out of scope employee is on a statutory leave, earned vacation shall be utilized immediately after the statutory leave expires unless the employer and the employee agree to a later date.
- (c) Upon written request and approval of the City Manager, the out of scope employee may be paid out their vacation.

7.09 Vacation Pay on Termination

- (a) Out of scope employees who terminate their employment will receive payment for unused vacation time up to the date of termination.
- (b) If an out of scope employee terminates their employment for any reason and has utilized more vacation credits than entitled to, any excess used entitlements will be deducted from any outstanding payments owed to them by the City.

7.10 Payment in Lieu of Vacation

- (a) Payment in lieu of vacation will only be issued under the following circumstances:
 - i. When an out of scope employee leaves their employment;
 - ii. When an out of scope employee, entitled to vacation, is on leave of absence or is physically incapable of taking accrued vacation within the designated timeframe, and such payment is approved by the City Manager; or
 - iii. In rare and exceptional cases where it is evident that an out of scope employee cannot schedule their accrued vacation entitlement within the authorized period, approval for payment in lieu of vacation must be obtained from the City Manager.