

EDMONTON

ADMINISTRATIVE DIRECTIVE



TITLE

VACATION MANAGEMENT

NUMBER

A1115B

DELEGATED AUTHORITY

BYLAW 12005, THE CITY
ADMINISTRATION BYLAW 10 (D)

DEPARTMENT

CORPORATE SERVICES DEPARTMENT

STATEMENT

Employees are granted vacation leave for rest and recreation essential to maintaining personal health and operational effectiveness, subject to the provisions and conditions set out in applicable Collective Agreements and the Management Administrative Guidelines.

All employees are expected to take the amount of annual vacation leave to which they are entitled. This ensures that the benefits of vacation to both the employee and the employer are realized while helping to manage the financial liabilities associated with employee vacation for the City of Edmonton.

PURPOSE

To ensure employee and organizational benefits of employee vacation are realized. To establish guidelines supporting consistent, responsible management practices for the administration of vacation leave for employees. To manage the financial liabilities associated with employee vacation.

APPLICATION

PROCEDURE

This directive applies **to** any individual employed by the City that reports to the City Manager or City Auditor, along with those individuals employed/contracted by the City on a personal services agreement.

LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

Leave of Absence with Pay A1105
Leave of Absence without Pay A1106
Compressed Hours of Work CSU 52, Management and Out-of-Scope Employees A1110
Recording of Termination Dates A111
Management Administrative Guidelines A1114

APPROVED:

DATE: JANUARY 24, 2013

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A handwritten signature in black ink, appearing to be 'R. Smith'.

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JANUARY 24, 2013

Payroll Information Sign-on Package for Supervisors
Request to Change Vacation to Short-Term Disability Benefits Form
City of Edmonton Collective Agreements
Employment Standards Code