

EDMONTON

ADMINISTRATIVE PROCEDURE



TITLE

VACATION MANAGEMENT

NUMBER

A1115B

DEPARTMENT

CORPORATE SERVICES DEPARTMENT

DELEGATED AUTHORITY

GENERAL MANAGER, CORPORATE
SERVICES DEPARTMENT

CONTACT

BRANCH MANAGER, HUMAN RESOURCES
496-7800

DEFINITIONS

N/A

DATE

JANUARY 24, 2013

PROCEDURES & GUIDELINES

Taking Vacation

Employees are expected to schedule and take vacation as per the processes and procedures documented in the applicable Collective Agreements, Employment Standards Code, work unit specific procedures, and this directive.

Supervisors are expected to support employees under their supervision in taking their earned vacation leave at times that are mutually convenient for the employee and the City of Edmonton.

Vacation earnings are reported to the employee on each pay advice. It is the responsibility of the employee to monitor and manage their vacation earnings to avoid accumulating excess. Questions related to the calculation of annual vacation entitlement should be directed to the Employee Service Centre (ESC).

Advance of Vacation Leave

There are occasions where an advance of vacation leave may be granted by the Branch Manager to a maximum of the employee's anticipated entitlement as at the last day of the payroll year. This should only be approved if the employee can provide a compelling reason to allow this advance.

Any vacation leave advanced must be recovered from subsequently earned vacation before further vacation leave may be granted. Should an employee terminate prior to recovery, any unearned vacation leave shall be recovered from salary or any other available source. Banked overtime and banked Earned Days Off must be used prior to an advance of vacation leave being granted.

Vacation Carry Over

Employees shall be permitted to carry over no more than one year's vacation entitlement to the following year. Employees who have accrued more than one year's worth of vacation entitlement as at the last day of the last pay

AS TO FORM:

AS TO CONTENT:

PAGE 1 OF 3

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period of year will be considered to be in excess. Employees will be given a 'grace period' until the last day of the first pay period of the new year (Pay Period 1) in order to use any excess vacation. Vacation carry over in excess of one year's vacation entitlement will be considered by the Branch Manager under the following circumstances:

- Where the employee was on leave for such a length of time that it is not feasible to take vacation entitlement
- Where the employer has cancelled scheduled vacation or recalled an employee from vacation due to extraordinary business circumstances
- Where there is a request to carry over excess vacation for a specific planned purpose. This may include planned vacations that require additional travel time or planned compassionate leave.

Excess vacation carry over is at the discretion of the Branch Manager and is intended to provide the flexibility to address exceptional situations. Supervisors are expected to manage work requirements in a way that allows for employees to take their full annual vacation entitlement.

Excess vacation carry over under any circumstances shall not exceed one additional year's vacation entitlement and a plan must be in place for the employee to use the excess vacation to avoid having excess carry over to a subsequent year.

Employees can request excess vacation carry over by submitting the Excess Vacation Carry Over Request form to their supervisor.

The General Manager must approve excess vacation carry over requests for the Branch Managers within his/her department. The City Manager must approve excess vacation carry over requests for General Managers.

Oversight reports identifying employees with excess vacation shall be provided to senior management to monitor and address situations where employees may be in excess without having the necessary approval.

Vacation Payouts

Cash payouts of earned vacation leave during the term of employment shall not normally be granted. In the event of extenuating personal or work circumstances, requests for vacation payouts may be considered and approved by the General Manager.

Vacation Recall

Reasonable expenses incurred will be reimbursed when an employee is recalled to duty during any period of authorized vacation leave with the approval of the Branch Manager.

Vacation Cancellation

Where a specific period of vacation leave is authorized and such leave is cancelled prior to commencement at the request of the supervisor, reasonable expenses as approved by the Branch Manager will be reimbursed.

Transfer of Entitlement

When an employee is transferred, the receiving business unit shall assume the employee's vacation entitlement.

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Payout While in Receipt of Long Term Disability Benefits or Workers' Compensation Benefits (WCB)

Subject to applicable Collective Agreements, earned vacation shall be paid out to an employee who continues to receive long term disability benefits beyond the initial 12 month period of disability under the Long Term Disability Plan or from the WCB unless the employee is engaged actively under an approved rehabilitation program.

ATTACHMENTS

Attachment I – Vacation Management Responsibility Summary

Attachment II – Vacation Management Process