

# Town of High Level

## Policy 204-03

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**Title:** VACATION SCHEDULING POLICY

Department: Human Resources

Authority: Council

Resolution: 287-03

Date Approved: 2003.09.29

Old Policy No: HR 05-03

Rescinds: 015 -87

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**Policy:**

**To establish guidelines and procedures for scheduling employee vacation time on an annual basis.**

**Policy Statement:**

Scheduled vacation time shall be determined each year by March 15th, upon written request by the employee, at the discretion of the direct supervisor, manager or department Director. Consideration will be given to eligibility, departmental workloads, staffing availability and peak seasons when granting time off. Special circumstances will be considered on an individual basis.

**Procedure:**

- i) Employees shall submit a vacation request(s) in writing to their immediate supervisor for the upcoming calendar year at or before March 1<sup>st</sup>
- ii) Requests will be forwarded to the payroll department for confirmation of 'time available' and returned to the supervisor for approval.
- iii) Approval for requests submitted at March 1<sup>st</sup> will be determined on or before March 15<sup>th</sup> each year by the supervisor/manager/Director of each department.
- iv) Approval for requests submitted at March 1<sup>st</sup> will be considered on a first come, first serve basis. Years of service/seniority of office will be the deciding factor when scheduling conflicts arise at this time. This will also apply to requests for vacation time prior to March 1<sup>st</sup>.
- v) Approval of subsequent requests (after the March 1<sup>st</sup> deadline), submitted a minimum of two weeks in advance of the required time off, will be on a first come, first serve basis.
- vi) Requests approved at the March 1<sup>st</sup> deadline will take priority over any submitted after the deadline, regardless of seniority.
- vii) Once approved, vacation times will not be revoked or rescheduled by the supervisor/manager/Director without the consent of the employee, except in an emergency.
- viii) Special requests for vacation time throughout the year may be submitted for immediate approval prior to the March 1<sup>st</sup> deadline and will be considered on an individual basis, i.e. for international travel or special events. The supervisor/manager/Director will endeavour to determine any scheduling conflicts prior to granting the request.
- ix) Employees requesting 'leave without pay' will be given consideration in *exceptional circumstances* only. Employees with accumulated vacation time will take precedence over those requesting 'time without pay'.

**'Peak seasons'** will be determined on a department by department basis and may be winter for Public Works and Arena staff, audit year end & tax time for Office staff, or summer for Pool & Recreation staff. **'Peak season'** and **'workload'** will be determined by the supervisor/manager/Director.

When considering '**staffing availability**' the supervisor/manager/Director will have sole discretion in determining which employees are required to cover off for vacation vacancies.

The payroll department, in accordance with Section 5 of the the Human Resources Policy HR 04-97, will determine vacation time '**eligibility**'.