

<b>CITY OF GRAND FORKS</b>		
<b>POLICY TITLE:</b>	<b>Annual Vacation</b>	<b>POLICY NO: 615</b>
<b>EFFECTIVE DATE:</b>	<b>September 4<sup>th</sup>, 2012</b>	<b>SUPERSEDES:</b>
<b>APPROVAL: Council</b>		<b>PAGE: 1 of 2</b>

**PURPOSE:**

It is the City's policy to allow time off to Staff for the purpose of using their accrued and allotted hours for vacation time.

**POLICY:**

Where two or more employees in a given department have requested annual vacation which overlap, and due to workload requirements, it is not in the best interest of the department to grant all requests, preference will be given to the employee with the most seniority.

**PROCEDURE:**

Staff shall submit their requests for vacation time off by the first working day of March of each year. Request for remaining vacation time after the deadline shall be on a first come basis.

Seniority shall prevail when more than one request is submitted at the same time, for the same vacation period.

Earned vacation time shall be accredited to employees based on their anniversary date and all current year's vacation time shall be taken by the anniversary date. 30 days extension may be granted in extenuating circumstances. Carryover of vacation entitlement will be considered in accordance with the Collective Agreement.

Vacation time may be booked, in the current year, prior to being earned, but not taken before the time has been earned.

For (Public Works Employees), 2 employees from one department can be on vacation at any one given time. Any further vacation requests from a department where 2 employees are already on vacation may be granted at the discretion of Management. In order to accomplish the workplan, all (Public Works Employees) will generally be limited to a maximum of three consecutive weeks of annual vacation. Requests for more than three consecutive weeks of annual vacation will be considered at the discretion of Management.

For (Financial and Corporate Services Employees), one or more employees can be on vacation at the same time, at the discretion of Management. Financial and Corporate Services Staff will not be granted vacation time in the month of June, up to and including the first week of July, and/or at critical times as established annually, and posted. (ie: critical billing dates) .

Public Works employees may use up to 16 hours vacation time, and Finance and Corporate Services employees may use up to 15 hours of vacation time, in half hour increments, when the employee has no accrued time or other leave available.