

## **Vacation Leave Policy – Department of Public Works (Summer & Winter Periods)**

### **1.0 Policy Statement**

Unionized city employees in the Department of Public Works are required to follow the guidelines for vacation period during summer and winter months as established by this policy.

Prime time vacation periods:            May 1 to October 31  
Non-prime time vacation periods:        November 1 to April 30

### **2.0 Scope**

This policy applies to unionized city employees working within the Department of Public Works.

### **3.0 Purpose**

To establish a policy and procedure outlining the guidelines for scheduling annual vacation periods for unionized employees.

### **4.0 Vacation Leave Scheduling Guidelines**

The following guidelines will apply for scheduling vacation leave:

The vacation leave schedule will be posted by April 1 and shall be the official posting. No changes will be made to the official list after that date unless approved by the Director of Public Works.

Cancellation of approved vacation leave during prime time will only occur under extreme circumstances and only on approval of the Director of Public Works or the Chief Administrative Officer.

**A. Prime Time - May 1 to October 31**

- The earliest date that the city will receive vacation leave requests shall be 4 months prior to the start of the prime time period, January 1, of that year.
- Vacation leave requests during prime time will only be approved for the current year's vacation days. Requests to use 'carry over' or 'lieu banks' will be accommodated after all employees have been provided an opportunity to schedule vacation leave.
- A maximum of two employees from each of the Mechanical and UTM divisions will be approved prime time vacation leave at the same time and shall be unaffected by the outside work force.
- A maximum of six employees from the Roads division will be approved prime time vacation leave at the same time.
- As of January 1 of each year, staff are expected to have been considering and planning their leave requests for Prime Time of that year. A personalized form for staff to request vacation will be provided to each employee as their turn occurs as per the seniority list, commencing early in January. To allow for timely completion of the Vacation Schedule by April 1 of each year, staff are expected to submit their vacation request promptly when their turn occurs.

**B. Non-Prime Time - November 1 to April 30**

- The earliest date that the city will receive vacation leave requests shall be 4 months prior to the start of the non-prime time period, July 1, of that year.
- Vacation leave requests during this period will be approved on a first come, first served basis.
- Seniority will not apply to vacation leave requests during this period.
- Employees will be approved for a maximum of one week's vacation leave during this period.
- Only one employee will be approved for vacation leave at the same time during this period.

**5.0 Approvals**

  
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Dana Spurrell, Chief Administrative Officer

Signed: Jan 16, 2024  
Date