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# Vacation Entitlement

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Date Approved by Council: September 10, 2015

Resolution: 08.09.15

Review Date: June

Related Bylaw: N/A

Amendments: 2016-11-22-04

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## **Purpose**

This policy has been adopted to provide guidelines for the allocation of vacation entitlement for Village of Hussar staff.

## **Guidelines**

The vacation entitlement for salary employees shall be as described in the Alberta Employment Standards Code:

An employee becomes entitled to an annual vacation of at least:

- (a) 2 weeks after each of the first 4 years of employment, and
- (b) 3 weeks after 5 consecutive years of employment and each year of employment after that.

The vacation entitlement for non-salary employees shall be as described in the Alberta Employment Standards Code:

The employer must pay an employee who is not paid by the month vacation pay or an amount at least equal to:

- (a) for an employee entitled to 2 weeks' vacation or any lesser amount, 4% of the employee's wages for the year of employment for which vacation is given, or
- (b) for an employee entitled to 3 weeks' vacation, 6% of the employee's wages for the year of employment for which vacation is given.

Council may, by resolution, provide for additional vacation for any employee on a case by case basis.