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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; 2023-07-13-607

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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.

Salary and non-salaried employees will give 1 month notice. Vacation for the CAO is to be approved by council and for all other employees approved by the CAO.

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