



ADMINISTRATIVE POLICY AND PROCEDURE
NAME: ANNUAL VACATION POLICY

CITY OF MARTENSVILLE
NUMBER: 16-90

1. **JURISDICTION:**

- a) The Collective Bargaining Agreement between the City of Martensville and the Canadian Union of Public Employees, with respect to annual vacation, shall have jurisdiction in any interpretation dispute concerning this policy.

2. **VACATION ENTITLEMENT:**

- a) Permanent employees shall accrue or earn paid vacation days in accordance with the provisions of the Collective Bargaining Agreement or *The Labour Standards Act* as the case may be.
- c) Permanent part-time employees shall be paid vacation pay with each pay cheque at a rate as per Article 16.01 of the Collective Bargaining Agreement based on hours worked.
- d) Casual and temporary employees shall be paid vacation pay with each pay cheque at 3/52 of their gross pay.
- e) Annual vacation entitlement is credited to permanent full-time employees at the beginning of each year, or in the case of new employees, a prorated amount upon hiring.
- f) Employees are entitled to schedule and take all vacation accrued to date. Employees shall not take paid vacation in excess of their earned entitlement.
- g) Employees who leave the employment of the City during a calendar year will only be credited with vacation entitlement that has accrued to the date they terminate employment with the City. Vacation entitlement taken but not accrued at the date of termination, will be recovered on the final payment of wages to the employee.

3. **VACATION SCHEDULING:**

- a) **ANNUAL:**
 - i. Employee's requests for annual vacation leave or any other leave must be



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submitted on an Absence Request Form as provided by the City to their Department Director or Designate.

Any requests made between April 15th of the current year and April 14th of the next year, for Vacation in the next year must be submitted by February 28th of that year based on seniority. Example: If you would like to book holidays based on seniority for April 18th – April 29th, 2026, you will need to have your submission in by February 28th, 2026.

Any requests made after February 28th of the current year will be approved on a first come first serve basis provided there are no other conflicts and operational requirements can be met. All requests should be made at least one week, prior to being absent.

- ii. The Department Director or designate shall prepare and then post the annual holiday schedule by May 1st of each year. It shall not be altered except by mutual agreement between the Department Director or designate and the employee.
- iii. Service requirements as determined by the Department Director or designate, shall determine the number of employees who may take vacation concurrently.
- iv. Where employee requests for concurrent vacation exceed minimum staff levels for service requirements, employee seniority shall prioritize employee requests.
- vi. No staff shall take more than three weeks of holidays during the prime holiday period of July and August, unless specifically approved by the City Manager or designate based on other staff requests and service requirements.
- vi. Statutory holidays which occur during annual leave shall not be counted as a day of annual leave taken.



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b) OCCASIONAL:

- I. Occasional days of holidays may be taken, subject to approval of the Department Director or designate.

4. GENERAL

- a) When an employee leaves the employment of the City with unexpended holiday entitlement, such remaining earned vacation shall be paid out to the employee at his/her rate of pay at the time of departure.
- b) Vacation shall not normally be paid out for permanent employees but shall be taken. Vacation may be paid out to a maximum of 5 days per annum, upon a written request for same to the City Manager who may authorize at his/her discretion.
- c) Employees may carry forward to the following vacation year a maximum of five (5) regular working days of unused vacation as per the Collective Bargaining Agreement.

Approved:

A handwritten signature in blue ink that reads "Janyce Burdett".

February 12, 2026

City Manager

Date