

## 5.9 Vacation, Leaves and Holidays

### Vacation

1. Part-time employees will be granted three weeks of unpaid vacation at the completion of each year of employment. Part-time employees will receive 4 percent holiday pay on each pay period during the first five years of employment and 6 percent holiday pay on each pay period after the first five years of employment.
2. Permanent full-time employees will be granted annual paid vacation based on the number of months of employment and calculated as shown below:

Years of Employment	Days of Vacation accumulated per month of employment	Maximum Vacation
0 to 8 years	1.25	3 weeks
8 to 15 years	1.67	4 weeks
15 years plus	2.08	5 weeks

3. Employees who are eligible to accrue vacation time will receive their yearly vacation allotment at the beginning of each calendar year.
4. Vacation requests must be made in writing to the Head Librarian at least three weeks prior to the first day of vacation requested. Vacations days will be granted based on maintaining necessary coverage.
5. Permanent full-time employee's earned vacation days will only be taken as time off. Unused vacation days will only be paid out at the end of employment.

### Sick Leave

6. At the beginning of each calendar year, full-time employees will be entitled to fifteen days of sick leave credit for that calendar year. Part-time employees will be entitled to sick leave credits in each calendar year, based on the proportion of time worked to full-time.
7. Sick leave cannot be used to extend vacations.
8. Sick leave is currently added to the payroll system January 1<sup>st</sup> and zeroed out December 31 of the same year.

### Compassionate Leave

9. Three days of compassionate leave with pay will be granted to full-time employees due to the death of the employee's immediate family. Immediate family is defined as: spouse, adult interdependent partner, child, parent, sibling, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandchildren.

### Jury Duty

10. A full-time employee called to jury duty will be granted a leave of absence for the time needed to fulfill the duty with pay, less any monies paid to the employee for jury duty.

## Holidays

10. The Library will be closed and staff will not be scheduled to work on the following days:
  - a. New Year's Day
  - b. Family Day
  - c. Good Friday
  - d. Easter Monday
  - e. Victoria Day
  - f. Canada Day
  - g. Heritage Day
  - h. Labour Day
  - i. Truth and Reconciliation Day
  - j. Thanksgiving Day
  - k. Remembrance Day
  - l. Christmas Day
  - m. Boxing Day
  - n. a declared Provincial holiday