

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Vacation Entitlement	SECTION: v Policy: 1
DATE: September 2004	Administrator's Signature: _____	
REVISION DATE: July 2007, September 2009, November 2012, August 2016		

VACATION ENTITLEMENT

POLICY:

- The Leamington Mennonite Home vacation year runs from April 1 – March 31 of the following year.
- Vacation entitlement lists will be posted by March 1 of each year.
- Part-time staff receive their vacation pay paid out on the Wednesday between pay periods in June/December.

PROCEDURE:

- Full-time employees are granted vacation on the following basis:
 - less than 1-year service receive a pro-rated portion of 2 weeks' vacation with pay (4% of gross earnings)
 - 1 year of service or more but less than 3 years of service receive 2 weeks' vacation with pay
 - 3 years of service or more but less than 8 years of service receive 3 weeks' vacation with pay
 - 8 years of service or more but less than 14 years of service receive 4 weeks' vacation with pay
 - 14 years of service or more receive 5 weeks vacation with pay
 - 22 years service or more receive 6 weeks' vacation with pay
 - 28 years' service or more receive 7 weeks' vacation with pay
- Part-time employees are granted vacation on the following basis:
 - Less than 1850 paid hours receive a pro-rated portion of 2 weeks' vacation, pay to be 4% of gross earnings
 - 1850 paid hours or more, but less than 5550 paid hours shall receive 2 weeks' vacation, pay to be 4% of previous 12 months' gross earnings
 - 5550 paid hours or more, but less than 14,800 paid hours receive 3 weeks' vacation, pay to be 6% of previous 12 months' gross earnings
 - 14,800 paid hours or more, but less than 25,900 paid hours receive 4 weeks' vacation, pay to be 8% of previous 12 months gross earnings
 - 25,900 paid hours or more, but less than 40,700 paid hours receive 5 weeks' vacation, pay to be 10% of previous 12 months gross earnings
 - 40,700 paid hours or more receive 6 weeks' vacation, pay to be 12% of previous 12

- months' gross earnings
- 51,800 paid hours or more receive 7 weeks' vacation, pay to be 14% of previous 12 months gross earnings
- Staff transferring status from Full-time to Part-time shall, for the transitional year apply the following:
 - Outstanding earned vacation days (with pay) shall be scheduled by mutual agreement with the Department Leader and based upon seniority
 - Additional paid vacation accumulation from April 1 of the transitional year, to the date of the status change, shall be pro-rated, and scheduled by mutual agreement and based upon seniority
 - Effective with the date of the status change, vacation pay will be calculated and paid out pursuant to the collective agreement.

EXAMPLE FULL-TIME → PART-TIME

Full-time employee is entitled to 20 paid vacation days April 1 - March 31. Status change to Part-time effective August 8th. 16 vacation days have been used.

Transition is as follows:

20 - 16 = 4 paid vacation days remain to be scheduled by mutual agreement.

April 1 - August 7 vacation days shall be pro-rated.

(18 weeks X 37.5 hours/week) = 675 hours

----- X 20 days entitlement = 7.30 days

1850 hours

7.30 days X 7.5 hrs/day = 54.75 hours paid vacation

Part-time hours worked August 8th - 1st pay in December, vacation pay is calculated at 8%.

Staff transferring from Part-time to Full-time status shall, for the transitional year apply the following:

- percentage vacation pay is calculated from the last vacation pay-out received by the employee, to the date of commencement of the Full-time position
- pro-rated vacation days are calculated for the balance of the transitional vacation year; to be scheduled by mutual agreement and seniority

EXAMPLE PART-TIME → FULL-TIME

Part-time employee is receiving 6% (15 days) vacation pay. Status change to Full-time effective February 1st.

Transition is as follows:

6% vacation pay is paid on hours worked (Dec. payout to Jan. 31st)

February 1 - March 31 vacation days shall be pro-rated

(8 weeks x 37.5 hrs/week) = 300 hrs

----- X 15 days entitlement = 2.43 days

1850 hours

2.43 days X 7.5 hrs/day = 18.23 hours

- The Collective Agreement provides additional information as it pertains to unionized staff members.
- The employment or hiring letter provides additional information as it pertains to non-unionized employees. Full-time employees who work 12-hour shifts will have their vacation utilization tracked by hours based upon 12-hour shifts.
- Vacations shall be utilized in the vacation year next following the vacation year in which it was earned.
- On termination, vacation allowance will be pro-rated according to full entitlement.