

SECTION: Human Resources		GUIDELINE #: HR-017
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Vacation Planning Guideline

1. Vacations shall be administered within the calendar year.
2. Request for an initial 70 or 80 hours vacation (pending your standard work week or shifts schedule) between April 1st and September 30th must be submitted electronically through the Payroll System, where applicable or manually on the Vacation/Time-Off Request form prior to March 1st of each year. Additional vacation requests for remaining vacation available (April 1st to September 30th) must be submitted two weeks PRIOR to the proposed vacation. All requests are to be submitted to the Employee's immediate Supervisor.
3. The Employee's Supervisor will review all vacation requests in accordance with the Vacation Policy. Each employee will be notified regarding the status of their vacation request(s) within two weeks of the submission.
4. Years of service will be utilized to determine the vacation schedule should a mutual agreement not be attained, using the following procedure:
 - all employees will be approved for 70 or 80 hours of vacation based on years of service and the indicated personnel coverage minimums;
 - employees will be granted additional vacation in hourly increments, again based on years of service and the indicated personnel coverage minimums.
5. To ensure appropriate personnel are available to fulfill Department requirements and safe operations, the following schedule will be utilized to determine personnel coverage minimums when approving vacation requests. Exceptions may be approved by the Department Head pending seasonal workloads, extenuating circumstances or the number of days below indicated personnel coverage minimums.

MINIMUM PERSONNEL COVERAGE GUIDELINE

Staff on Vacation	Staff Required to work
ADMINISTRATION	
▪ CAO/Clerk	Director of Corporate Services/Treasurer OR Deputy-Clerk
▪ Director of Corporate Services/Treasurer	CAO/Clerk OR Deputy-Treasurer
▪ Deputy-Treasurer	Director of Corporate Services/Treasurer
▪ Deputy-Clerk	CAO/Clerk
▪ Corporate Services Staff	Minimum of 2 personnel (1 Management/1 Staff Member)
▪ Administrative Staff	Minimum of 1 administrative staff
▪ Building Maintenance Co-Ordinator	Director of Corporate Services/Treasurer AND Minimum of 2 Security/Janitorial Staff
▪ Security/Janitorial Staff	Minimum 2 Security/Janitorial Staff
RECREATION	
▪ Director of Parks, Recreation & Culture	Manager of Parks & Recreation Facilities OR Parks & Facilities Lead Hand AND Manager of Aquatics & Programs OR Aquatic Assistant OR Program Development Co-Ordinator
▪ Manager of Parks & Recreation Facilities	Director of Parks, Recreation & Culture OR Parks & Facilities Lead Hand
▪ Manager of Aquatics & Programs	Director of Parks, Recreation & Culture OR Aquatics Assistant OR Program Development Co-Ordinator
▪ Aquatics Assistant	Manager of Aquatics & Programs OR Program Development Co-Ordinator
▪ Program Development Co-Ordinator	Manager of Aquatics & Programs OR Aquatic Assistant
▪ Administrative Supervisor	Minimum 3 Customer Services Clerks AND Director of Parks, Recreation & Culture OR Manager of Parks & Recreation Facilities
▪ Lead Hand-Parks & Facilities	Manager of Parks & Recreation Facilities (OR Director of Parks, Recreation & Culture AND minimum 3 Parks & Facilities Operators
▪ Parks & Facilities Operator	Minimum 4 of 6 Parks & Facilities personnel,(1 Manager/1 Lead Hand/4 Operators)
BUILDING/PLANNING	
▪ Director of Development/CBO	CBO/EDC Administrative Assistant
▪ CBO/EDC Administrative Assistant	Director of Development/CBO
WATER/WASTEWATER	
▪ Water and/or Wastewater Licenced Operator	Minimum 1 Licenced Operator per location
PUBLIC WORKS	
▪ Director of Public Works	Public Works Foreman
▪ Public Works Foreman	Director of Public Works
▪ Public Works Staff	Minimum 1 Public Works Staff Member Plus 1 Management
FIRE DEPARTMENT	
▪ Fire Chief	Minimum 1 Platoon Chief
ALL OTHER DEPARTMENTS	As determined by workload requirements and minimum coverage. Department Head will determine.