

Mayne Island Improvement District

Vacation Pay, Accrual – Policy and Procedures

Annual vacations are an important part of maintaining a healthy staff, allowing for employee rest and rejuvenation, as well as providing employees with valuable opportunities to gain experience and confidence by filling in during one another's vacation absences.

It is the policy of Mayne Island Improvement District to provide each employee with vacation time on a periodic basis. Where it is not specifically stated, the District's vacation policy is in accordance with the *Employment Standards Act (BC)*.

The amount of vacation to which an employee becomes entitled is determined by the employee's length of service as of his or her employment anniversary date. Employees shall take vacation days accrued by the end of the calendar year following the year in which they are earned.

For full-time employees, vacation accrues as follows:

1. At the end of the first year of service, two weeks, or 80 hours, of vacation;
2. Three years or more but less than seven years of service, three weeks, or 120 hours, of vacation per year;
3. Seven years or more of service, four weeks, or 160 hours, of vacation per year.

Part-time employees are paid in lieu of vacation at each pay period as follows:

1. First year of service 4% of gross pay;
2. Three years or more but less than seven years of service, 6% of gross pay;
3. Seven years or more of service, 8% of gross pay.

For the purposes of this policy, an employee will be considered full-time when weekly work hours average more than 24 hours per week. Employees who transition from part time to full time must accrue vacation for a minimum of 6 months prior to taking vacation time.

The MIID Board recognizes that exceptional circumstances such as contracts in effect, emergencies, approved plans for an extended vacation, or lack of a suitable replacement may, on occasion, require employees to carry over unused vacation days into a "time bank" in the following year. The Procedure below sets out how this may occur.

PROCEDURE

- Upon Board approval, an employee may carry over (bank) unused vacation days into the following calendar year.
- A request to "bank" unused vacation days must be made in writing, with supporting rationale, to the MIID Board, prior to the last Board meeting in December.
- In no case may the number of vacation days banked exceed one year of vacation entitlement (i.e., two weeks or three weeks).
- "Banked days" are to be taken within the following year.