



Otonabee- South Monaghan Public Library

Policy Type: **Human Resources**
Policy Title: **Annual Vacation Policy**

Policy Number: HR-15
Date of review/revision: **October, 2024**
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Year of Next Review: May 2027

Chair Signature: _____ Date: _____

In accordance with the provisions of the current Employment Standards Act, all employees of the OSM Public Library shall, after one year of service, be entitled to a minimum of two weeks paid vacation.

1. All employees are entitled to an annual vacation with pay.
2. Employees are entitled to a minimum of 2 weeks (4%) of vacation time after 12-month full-time continuous service. The following schedule reflects an increasing amount of vacation based on years of library service:

Less than a year – 4% prorated.

Years of Service	Weeks of Holidays	Percentage
1 - 4	2 weeks	4%
5- 11	3 weeks	6%
12 - 17	4 weeks	8%
18 - 24	4 weeks	8%
25 +	5 weeks	10%

3. Vacation time is eligible for use on the first day of the year in which it is earned.
4. Employees are expected to take their vacation within the year it is earned to enjoy both rest and revitalization. Vacation not taken within the calendar year will not carry forward.

5. Employees must submit a vacation request for approval which is not confirmed until authorized by the CEO. Requests will be submitted to the CEO within a reasonable timeframe. CEO vacation request will be submitted to the Board Chair or designate.
6. Vacation to which an employee is entitled may be taken in one unbroken period or several periods, however the CEO has the right to schedule vacations in accordance with operational needs.
7. Should an employee wish to take more than the allocated vacation time, a request for unpaid time off must be submitted to the CEO or designate, and approval will depend on the operational needs of the Library.
8. If a public holiday falls during a staff member's vacation period, they are entitled to an additional day off.
9. Should an employee fall ill immediately prior to or during their vacation, sick leave may be substituted for vacation.
10. An employee leaving the Library's service before having taken all of his/her allotted vacation shall be entitled to receive vacation pay for the unused balance of vacation in accordance with the provisions of the Employment Standards Act of Ontario.
11. If an employee has taken more vacation than they have earned and leaves the Library, payment to cover the unearned vacation will be deducted from their final pay.

Related Documents:

OSM Public Library Policy Compensation and Benefits - HR-05

OSM Public Library Policy Payment of Job-Related Expenses - HR-06

[Employment Standards Act](#), 2000 S.O.2000, chapter 41 and [Your Guide to the Employment Standards Act](#)