United Townships of Head, Clara & Maria Council
Report to Council

Type of Report							
Meeting Date	Tuesday, January 11, 2022			Report Date	Monday, January 3, 2022		
Decision Required	X	Yes		No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

Report #22/01/18/1301 – Holiday, Sick, Personal & Vacation Policy

Subject: Review of Holiday, Sick, Personal and Vacation Policy

Recommendation: That Council re-instates Sections C. 3. (c) and (f) of the previous Holiday, Sick, Personal and Vacation Policy.

Background/Executive Summary:
The Holiday, Sick, Personal and Vacation Policy was reviewed and updated by Council in April 2021. Upon its adoption, two parameters of the previous policy (under Section C. Vacation Entitlement) were removed:

(c) beginning January 1st of the year during which the employees will complete two (2) years of employment, they are credited with two and a half (2.5) weeks of vacation leave at 5% vacation pay;

(f) beginning January 1st of the year during which the employees will complete fifteen (15) years of employment, they are credited with four (4) weeks of vacation leave at 5% vacation pay.

A current member of staff has previously reached the threshold for vacation to be calculated at section 3(c), and will have vacation time taken away with the adoption of the policy. Under the new policy, this employee is entitled to two weeks vacation time, instead of 2.5 weeks of vacation time which they have previously been receiving.
Although provisions under the Employment Standards Act does not require that an employer provides 2.5 weeks of vacation pay after two years of employment, it is undeserved to take previously earned benefits from employees.

Financial Considerations/Budget Impact:
The approximate cost of the additional 2.5 vacation days is $400.

Enclosures:
HR-06 previous Holiday, Sick, Personal and Vacation Policy

Approved and Recommended by the Clerk
Crystal Fischer, Clerk/Treasurer