

**Title: Human Resources Management  
Policy – Vacation Pay**

**Policy No: 1983-05**

**Approval: Town Council  
Effective Date: January 25, 2006**



Supersedes Policy No: none

**Policy Statement:** The Town of Hardisty believes that it is necessary and advantageous to pay vacation pay to certain employees.

**Purpose:** To establish how and when vacation pay is paid to employees.

**Principles:**

- 1) In lieu of time off with pay for vacations, all contract and permanent part time employees shall be paid vacation at:
  - a) 4% of regular earnings for the first two years of employment.
  - b) 6% or regular earnings after completion of a minimum of two consecutive years totalling 12 months of employment.
- 2) Vacation pay shall be paid in each pay period.
- 3) Upon the approval of the CAO, a contract or permanent part-time employee may apply to accrue vacation pay to be taken as time off in lieu of vacation pay.

**Definitions:**

- 1) Regular pay means an employee's pay calculated at the regular rate of pay for the regular hours of work for that employee.