

Section/Number: Compensation Management - 008	Approval Date: (DD/MM/YY)
Subject: Vacation Travel Assistance	Amendment Dates:
<p>Policy</p> <p>The Community Government will provide Vacation Travel Assistance to offset the cost of vacation travel incurred by employees.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. Permanent employees are entitled to Vacation Travel Assistance once each fiscal year after six months of employment with the Community Government.</li> <li>2. Full-time employees are entitled to an amount of <b>(input amount of Vacation Travel Allowance)</b> once each fiscal year. <ol style="list-style-type: none"> <li>2.1. Vacation travel assistance will be pro-rated and dispersed on each pay cheque.</li> </ol> </li> <li>3. Part-time employees are entitled to an equivalent amount pro-rated to their hours of work.</li> <li>4. Vacation Travel Allowance will be paid on the employee's anniversary date.</li> <li>5. Upon termination of employment, or at the conclusion of a set contract term of employment, the employee is entitled to Vacation Travel Allowance benefits on a pro-rated, annual basis to the date of termination or conclusion of the contract.</li> </ol>	
<p>Attachments</p> <p>N/A</p>	
<p>References</p> <p>N/A</p>	