

Section/Number: Leave Management–001	Approval Date: (DD/MM/YY)
Subject: Annual Leave	Amendment Dates:
<p>Policy</p> <p>Employees earn vacation leave credits on an annual basis and every reasonable effort will be made to accommodate each employee's request for vacation leave without jeopardizing operational requirements.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. An employee is entitled to an annual vacation, with vacation pay, after each year of employment. <ol style="list-style-type: none"> <li>1.1. An employee will receive two weeks of vacation leave for the first five years of employment.</li> <li>1.2. An employee will receive three weeks of vacation leave after the sixth and subsequent years of employment.</li> </ol> </li> <li>2. Casual employees whose terms are less than four months will be paid out for annual leave as specified in the Employment Standards Act.</li> <li>3. Casual employees begin to earn leave credits from the date that their term has been approved to exceed four (4) months.</li> <li>4. Employees can apply for annual leave with pay each year for the purpose of taking a vacation where the following applies: <ol style="list-style-type: none"> <li>4.1. The employee has earned the vacation leave.</li> <li>4.2. The time is mutually agreeable to the employee and the employee's supervisor and/or Senior Administrative Officer (SAO).</li> </ol> </li> <li>5. Annual leave is approved subject to operational requirements and is granted in the fiscal year in which it is earned or during the following fiscal year.</li> <li>6. Annual leave credits may be advanced up to the amount of annual leave credits to be earned in that fiscal year. <ol style="list-style-type: none"> <li>6.1. Annual leave that is advanced, but not earned, will be deducted from the employee's final pay upon the employee's termination.</li> </ol> </li> <li>7. Employees may carry over up to one year's vacation leave credits to the subsequent fiscal year. <ol style="list-style-type: none"> <li>7.1. Annual leave credits in excess of one year's banked vacation are paid out in cash at the end of the fiscal year except when authorized by the SAO.</li> </ol> </li> </ol>	

8. The Community Government will make every reasonable effort to:
  - 8.1. Grant vacation leave during the fiscal year in which it is earned.
  - 8.2. Grant vacation leave at a time specified by the employee.
  - 8.3. Not recall an employee to duty after the employee has planned for or proceeded on authorized annual leave.
9. An employee will apply for vacation leave using an Application for Leave Form.
10. The employee's supervisor will review the application and verify the entitlement and leave credits with the employee responsible for leave records.
11. The SAO or his/her designate will reply to the employee's request for vacation leave as soon as possible after the request has been received, and no later than two weeks after the request has been received.
12. The SAO/delegate will approve, change, reduce or deny the request based on the recommendation of the Supervisor.
  - 12.1. If the request is approved, the employee will be notified and the Application Leave Form placed on the Employee's Personnel File.
13. In cases where the SAO/delegate plans to change, reduce or deny the request for vacation leave, the SAO/delegate must advise the employee in writing within the two (2) week period noted above except in cases where operational requirements do not allow for such notice.

#### Attachments

Sample Leave Form

#### References

Employment Standards Act Section 24 – Vacations

<http://www.justice.gov.nt.ca/PDF/ACTS/Employment%20Standards.pdf>

**Sample Leave Form**

**Leave of Absence Request Form**

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Leave Requested: \_\_\_\_\_

Start Date/Time of Leave: \_\_\_\_\_

Return to Work Date/Time: \_\_\_\_\_

Verification of Leave Credits: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Senior Administrative Officer Approval: \_\_\_\_\_

(If leave is denied, Senior Administrative Officer will advise in writing.)