



## VACATION ENTITLEMENT POLICY

### 1. PURPOSE

The purpose of this Policy is to provide guidelines for the allocation of vacation entitlement for Village of Milo staff.

### 2. GENERAL GUIDELINES

The vacation entitlement for salaried employees shall be as described in the Alberta Employment Standards Code:

An employee becomes entitled to an annual vacation of at least:

- 2 weeks after each of the first 4 years of employment;
- 3 weeks after each of years 5 to 10 consecutive years of employment; and
- 4 weeks after 10 years and each year of employment after that.

The vacation entitlement for non-salaried employees shall be as described in the Alberta Employment Standards Code:

The employer must pay an employee who is not paid by the month, vacation pay or an amount at least equal to:

- For an employee entitled to 2 weeks vacation or any lesser amount, 4% of the employee's wages for the year of employment for which vacation is given, or
- For an employee entitled to 3 weeks vacation, 6% of the employee's wages for the year of employment for which vacation is given.

Council may, by resolution, provide for additional vacation for any employee on a case-by-case basis.

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