



BCLibraries
COOPERATIVE

VACATION CARRY OVER FOR EMPLOYEES POLICY – Approved 28.04.14

Introduction

The purpose of this policy is to outline the BC Libraries Cooperative (the "Co-op") policy with respect to employee vacation carry over.

Intent

Well-rested employees are healthier, happier and more productive; the Co-op encourages its employees (and contractors) to take time off. Best practice policy supports employee choice, so long as legislative requirements are observed and overall employer liability is contained.

The Co-op:

- Requires its employees to take at least their minimum time off each year, as established by the BC ***Employment Standards Act*** (see bottom);
- Limits the maximum accumulated vacation carry over for any employee to two typical work weeks (to a maximum of 10 work days);
- Requires that all leave banks be exhausted prior to taking an approved Leave of Absence.
- Will schedule vacation for employees who have not scheduled their minimum time off prior to the end of a calendar year;
- Will – by mutual agreement with an employee - annually payout the active calendar year's unused vacation accrual. In this eventuality, the total amount will not exceed (maximum vacation established in the Employment Agreement minus the minimum vacation under *The Act*).

Entitlement to annual vacation

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- (1) An employer must give an employee an annual vacation of
 - (a) at least 2 weeks, after 12 consecutive months of employment, or
 - (b) at least 3 weeks, after 5 consecutive years of employment.
- (2) An employer must ensure an employee takes an annual vacation within 12 months after completing the year of employment entitling the employee to the vacation.
- (3) An employer must allow an employee who is entitled to an annual vacation to take it in periods of one or more weeks.
- (4) An annual vacation is exclusive of statutory holidays that an employee is entitled to.