



TOWN POLICY

ADMINISTRATION POLICY: Vacation Scheduling

DEPARTMENT: Human Resources

POLICY NUMBER: HR-019

REFERENCE: Town of Cardston Employee Association Contract

EFFECTIVE DATE: August 25, 1998

SUPERSEDES: #V-10

UPDATED: November 20, 2024

UP FOR REVIEW: November 20, 2029

Policy Statement:

The Town of Cardston promotes a healthy work-life balance for all its employees while effectively managing the entire scope of municipal responsibilities.

The purpose of this policy is to:

Provide a framework for the equitable distribution of vacation entitlements on an annual basis.

1. Definitions

- (1) Supervisor: the person whom an employee reports to as stated in their Job Description, or as outlined on the Town of Cardston Organizational Chart
- (2) Vacation: time an employee is absent from their regular hours of work; including, but not limited to, Vacation Time, Personal Days, Time Off in Lieu, or Flex Time.

2. Guidelines

- (1) Employees shall be entitled to vacations earned as provided in the employee's contract.
- (2) No employee may take vacation without prior approval from their supervisor.
- (3) When reviewing requests, supervisors will consider the following:
 - (a) Department responsibilities and work loads
 - (b) Staffing levels and coverage capability
 - (c) Past and current vacation allocations within the department
- (4) Priority for vacations in any given year shall be determined as prescribed by the Agreement between the Town of Cardston and the Town of Cardston Employee Association.





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REVISION HISTORY

Date	Description
August 25, 1998	New Policy (Council Policy #V-10)
September 12, 2017	Council Rescinds #V-10 so it can be adopted as Admin Policy
November 14, 2024	Add definitions, remove deadlines, reference Employee Association Contract

APPROVAL: Jeff Shaw **DATE: November 20, 2024**

Chief Administrative Officer, Jeff Shaw *(signed copy kept in CAO policy binder)*

