

TOWN OF ANNAPOLIS ROYAL POLICY

Title:
Policy on vacation carryover

Policy No.:
2003-6
Effective Date: April 23, 2003

Supersedes: N/A

Approval By Council Motion No.: 10

Purpose:

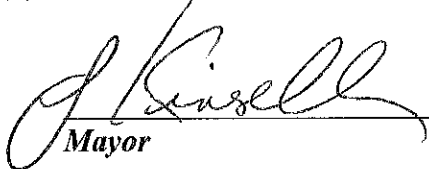
To provide for orderly and timely liquidation of vacation entitlement for employees who have not been able to schedule all of their vacation entitlement within any fiscal year.

Definitions:

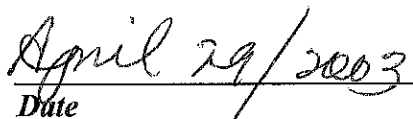
N/A

Policy Statement:

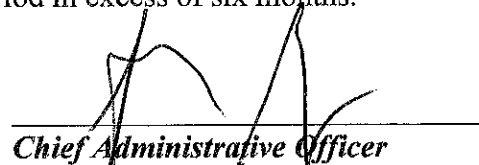
Employees are encouraged to take all of their vacation entitlement annually to ensure that they get a break from employment. Where it is not possible to do so for whatever reason, employees must notify the CAO as soon as possible to arrange for approval of carry-over into the next year. Such approval will not be unreasonably withheld. Where carry-over is approved, employees will notify the CAO of their plans to liquidate such vacation carry-over within a six month period. Under no circumstances can vacation be carried over for a period in excess of six months.



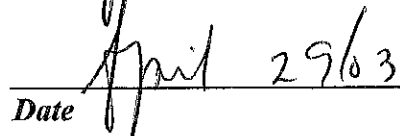
Mayor



Date



Chief Administrative Officer



Date