

City of St. John's Corporate and Operational Policy Manual

Policy Title: Annual Leave Allocations – Management	Policy #: 03-04-24
Last Revision Date: 12/15/2025	Policy Section: Human Resources
Policy Sponsor: Lucas Geary, HR Program Officer Uriel Kieley, Manager - HRIS	

1. Policy Statement

To provide for the orderly allocation, administration and disposal of annual vacation leave of management and non-union employees.

2. Definitions

3. Policy Requirements

3.1. Accrual

3.1.1. Every management or non-union employee shall receive an annual vacation with pay in accordance with credited service calculated on the employee's anniversary of their date of hire based on the following:

- i. 15 days upon completion of 1 year's service*
* Directors - 20 days
- ii. 20 days upon completion of 5 years' service
- iii. 25 days upon completion of 15 years' service
- iv. 30 days upon completion of 25 years' service

3.1.2. For the purpose of calculating the amount of annual leave to which an individual is entitled, accumulated service with the City shall be established using the following rules:

- i. Temporary, casual or summer employment shall not be counted as eligible service unless it is consecutive and continuous with permanent

service - with a break in continuous service of less than 14 days not counting as a break.

- ii. All periods of permanent employment with the City shall be counted, no matter how they ended.
- iii. In cases where a permanent employee occupies a temporary, casual or summer position, that service shall be counted.

3.1.3. Management or non-union employees who are hired on a seasonal basis shall receive annual vacation entitlement pro-rated on the basis of accumulated credited service. Such entitlement may be paid, in lieu of vacation, or taken as vacation on lay-off, at the employee's option, on the basis of the following:

Service Pay (or) Entitlement

- less than 60 months 6% (of regular wages) or 1¼ days per month
- 60 -179 months 8% or 1 days per month
- 180 -299 months 10% or 2 days per month
- 300 months or more 12% or 2¼ days per month
- A month of service shall consist of yearly regular hours divided by 12.

3.1.4. Where a management or non-union employee qualifies for any approved leave of absence during the vacation period, the period of vacation so displaced shall either be added to the vacation period or reinstated for use at a later date. Any claim for sick leave under this Article must be certified by a Medical Doctor.

3.1.5. Vacation schedules are to be arranged so as to minimize conflict among employees, and to ensure the continuity of efficient operations. Particularly, management or non-union employees in the Department of Public Works, Department of Planning, Engineering and Regulatory Services, and Department of Community Services shall be limited as to vacation schedules during peak work seasons. Any such limitations shall be administered on an equitable basis.

3.1.6. No annual leave shall accrue for any calendar year (January 1 - December 31) in which a management or non-union employee does not work. (e.g. where an employee is on Long Term Disability, etc.)

3.2. Disposal

3.2.1. Management or non-union employees who terminate shall be entitled to a pro-rata payment of salary in lieu of unused vacation, or pro-rata vacation days, at the employee's option, on termination.

3.2.2. Employees who retire in the first 6 months of the calendar year shall be entitled to receive half of their annual leave entitlement for that calendar year if unused; employees who retire after June 30 shall be entitled to receive their full annual leave entitlement for that calendar year if unused.

3.2.3. When a management or non-union employee dies, any unused annual leave from the previous year, along with the annual leave entitlement for the year of death, will be paid to the employee's designated beneficiary or estate.

4. Application

All management and non-union employees.

5. Responsibilities

Department of Human Resources, Payroll Division.

6. References

7. Approval

- Position Title of Policy Sponsor: HR Program Officer
- Position Title of Policy Writer: Policy Analyst
- Date of Approval from
 - Senior Executive Committee: December 5, 2025
 - Committee of the Whole: N/A
- Date of Approval from Council: December 15, 2025

8. Monitoring and Contravention

The Human Resources Division shall monitor the application of the Policy.

9. Review Date

One year.