**POLICY # FCSS-0116.14**

**FAMILY &COMMUNITY SUPPORT SERVICES (FCSS)**

**RIMBEY COMMUNITY HOME HELP SERVICES (RCHHS)**

**POLICY**

**NAME: VACATION PAY**

**DEPARTMENT: PERSONNEL**

**EFFECTIVE DATE: SEPT. 10, 2014**

**REVISED/REVIEWED DATE: JUNE 8, 2015**

**VACATION PAY**

Casual employees are paid a percentage of their wage as vacation pay at the rate set by labour standards.

This figure shall be assessed and paid out on December 31 and June 30 of each year, unless different arrangements are requested by the employee.

Staff should take two weeks’ vacation annually. Time off is to be scheduled in advance with the Coordinator. Approval will be granted according to program staffing requirements.

It is important that staff have time off to promote a good balance between work and personal life.

Revised/Reviewed Date: **May 30, 2019**

This policy shall be reviewed at the discretion of the Board but at least annually.