

- (a) An employee who has completed less than one (1) year of continuous service, as at December 31st, in any year, shall receive 1.25 days vacation per month to a maximum of fifteen (15) days.

- (b) In any year, an employee who has completed one (1) year of continuous service but less than three (3) years, shall receive 1.25 days vacation per month to a maximum of three (3) weeks vacation.

- (c) An employee who has completed three (3) years of continuous service but less than fourteen (14) years, shall receive 1.667 days vacation per month to a maximum of four (4) weeks vacation.

- (e) An employee who has completed fourteen (14) years of continuous service but less than twenty-one (21) years, shall receive 2.084 days vacation per month to a maximum of five (5) weeks vacation.

County of Elgin

Section: **7**

Human Resources Policy Manual

Subject: **Vacation Entitlement,
Other Full-Time and**

Part-Time Staff

Policy Number: **7.30**

Code - **NU/L**

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- (f) An employee who has completed twenty-one (21) years of continuous service shall receive 2.50 days vacation per month to a maximum of six (6) weeks vacation.

NOTE: The effective date for the progression in vacation entitlement, once an employee has reached the requisite years of continuous service, shall be the first of the following month and the number of days entitlement will be rounded up to the next half day.