

FLAGSTAFF COUNTY POLICY

Title: Vacation Entitlement	Policy: HR 005
Section: Human Resources	

ACCOUNTABILITY TO VISION STATEMENT

To maintain a professional and competent work force, it is essential that Flagstaff County provides adequate vacation entitlement. This ensures that the employees are able to carry out their duties effectively, efficiently and responsibly to achieve a work-life balance.

POLICY STATEMENT

Flagstaff County is committed to providing all eligible employees with annual vacation entitlement in accordance with the Employment Standards Act.

In addition, Flagstaff County offers the following vacation schedule to all eligible employees:

1 year - 10 days	10 years - 20 days	19 years – 27 days
2 years - 15 days	11 years - 21 days	20 years – 27 days
3 years - 15 days	12 years - 22 days	21 years – 28 days
4 years - 16 days	13 years - 23 days	22 years – 28 days
5 years - 17 days	14 years - 24 days	23 years – 29 days
6 years - 17 days	15 years - 25 days	24 years – 29 days
7 years - 18 days	16 years - 25 days	25 years – 30 days
8 years - 19 days	17 years - 26 days	
9 years - 19 days	18 years - 26 days	

IMPLEMENTATION

This policy will be implemented through the Human Resources Manual.

Council Approved: October 14, 2015	Resolution #: FC20151014.1008
Reference:	

Administrative Responsibility:	Review Cycle:	Next Review Date:
Chief Administrative Officer	Every 3 years	October 14, 2018