THE VILLAGE OF MONTROSE

POLICY TITLE: VACATION POLICY **POLICY #**2720

POLICY STATEMENT:

It is the policy of Council to ensure that all Village employees are entitled to a fair and equitable process when scheduling yearly vacation entitlements while ensuring safe and efficient service delivery.

POLICY BACKGROUND:

Past vacation practices of Village employees often failed to address a fair and equitable process in determining vacation entitlements. Also, recent practices have indicated that there is a substantial lack of scheduling yearly vacation periods which may cause concern to the ability of the Village not only to provide adequate vacation relief, but plan upcoming activities/projects related to the efficient delivery of service to the public.

POLICY GOAL:

It is the goal of this policy that vacation requests are granted subject to both the continued efficient operation of the Village and distributed in a fair and reasonable manner.

POLICY OBJECTIVES:

1. That employees submit their vacation requests, in writing, to their appropriate manager prior to March 31st of each calendar year to qualify for seniority preference.
2. Vacation entitlements which are requested after March 31st will not qualify for seniority preference.
3. Vacation requests that are received pursuant to Policy Objective #1 will be approved by the Village prior to the end of April in each calendar year.
4. That senior employees implement their seniority rights in relation to the CUPE Collective Agreement on the following basis:
   A) Each employee submits their vacation request stating their preferred vacation entitlements in a ranked list, and
   B) When two or more employees in the same department bid on the same vacation period, the senior employee will be entitled to that vacation period pending that his/her ranking of that vacation period is higher then the less senior employee.
5. The Village reserves the right to approve or deny any vacation request if the request is not consistent with the efficient delivery of service to the public.

Initially approved at meeting #26-08 on August 5, 2008
Last reviewed and amended at meeting #36-14, October 20, 2014
Last reviewed and confirmed unchanged at meeting #31-26, October 19, 2026
Next scheduled review on October 18, 2025