



**DISTRICT OF NORTH SAANICH**

**COUNCIL POLICY**

<b>TITLE: BENEFITS – VACATION ENTITLEMENTS EXEMPT STAFF</b>	<b>NO. COU-068</b>
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- 1.0** Exempt staff members are entitled to vacation benefits as follows:
- 1) After the 1<sup>st</sup> year of service and up to the end of the 4<sup>th</sup> year of service: 20 days vacation per annum
  - 2) Beginning the 5<sup>th</sup> year of service and up to the end of the 8<sup>th</sup> year of service: 23 days vacation per annum
  - 3) Beginning the 9<sup>th</sup> year of service and up to the end of the 16<sup>th</sup> year of service: 28 days vacation per annum
  - 4) Beginning the 17<sup>th</sup> year of service and up to the end of the 24<sup>th</sup> year of service: 33 days vacation per annum
  - 5) Beginning the 25<sup>th</sup> year of service and each year thereafter: 35 days vacation per annum
  - 6) Beginning the 30<sup>th</sup> year of service and each year thereafter: 38 days vacation per annum.
- 2.0** Exempt staff members who are required to regularly attend Committee of the Whole meetings shall receive one additional vacation week over and above the entitlement in paragraph 1 in lieu of overtime.
- 3.0** Exempt staff members who are required to regularly attend Committee of the Whole and Council meetings are entitled to two additional vacation weeks over and above the entitlement in paragraph 1, in lieu of overtime.
- 4.0** The exempt staff member(s) who is (are) required to attend Committee of the Whole and/or Council meetings in a Recording Secretary capacity is (are) entitled to the following vacation benefits:
- 1) After the 1<sup>st</sup> year of service and up to the end of the 4<sup>th</sup> year of service: 15 days vacation per annum
  - 2) Beginning the 5<sup>th</sup> year of service and up to the end of the 8<sup>th</sup> year of service: 18 days vacation per annum
  - 3) Beginning the 9<sup>th</sup> year of service and up to the end of the 16<sup>th</sup> year of service: 23 days vacation per annum

<b>EFFECTIVE DATE:</b> 2005	<b>APPROVED BY:</b> COUNCIL  <b>PREVIOUS POLICY NO.</b> 4003.1	<b>LAST AMENDMENT:</b> 2022	<b>REF:</b>	<b>PAGE 1 of 2</b>
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- 4) Beginning the 17<sup>th</sup> year of service and up to the end of the 24<sup>th</sup> year of service: 28 days vacation per annum
- 5) Beginning the 25<sup>th</sup> year of service and each year thereafter: 30 days vacation per annum
- 6) Beginning the 30<sup>th</sup> year of service and each year thereafter: 33 days vacation per annum.

**5.0** The exempt staff member(s) who is (are) required to attend Committee of the Whole and/or Council meetings in a Recording Secretary capacity is (are) entitled to the following overtime benefits:

- 1) Overtime rate for normal work day shall be 1.5 times regular wage for first three hours and double time thereafter
- 2) Overtime rate for work performed after midnight and on Saturday and Sunday shall be double time except the first three hours worked from 8:00 a.m. to 12:00 noon on Saturday shall be 1.5 times regular wage.

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