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**POLICY NUMBER:** 7-2650-1

**REFERENCE:**

Annual Vacation Leave

**ADOPTED BY:**

Council

July 14, 2015

**AMENDED DATE:**

N/A

**SUPERSEDES:**

#028/00

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**DEPARTMENT:**

Administration

**EFFECTIVE DATE:**

July 14, 2015

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**Policy Statement:**

Page 1 of 1

The District of Ucluelet will follow an Annual Vacation Leave policy to ensure employees regularly use their accrued vacation leave to ensure a healthy and rested staff and avoid excess accrued leave hours.

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**Guidelines:**

- a) Management and staff are to make every effort to take their annual vacation leave.
- b) Staff may carryover a maximum of two weeks' vacation leave for the following year (non-accumulative).
- c) At the Chief Administrative Officer's discretion, unused excess vacation leave may be paid out or carried forward to the following year.
- d) Other considerations for vacation leave must be approved by the Chief Administrative Officer.