



DISTRICT OF NORTH SAANICH

COUNCIL POLICY

TITLE: Vacation Recognition Policy

**POLICY NO.
COU-161**

PURPOSE

The purpose of the Vacation Recognition policy is to enhance the district's recruitment strategy, by way of recognizing relevant previous experience in Local Government environments and increasing eligible employees' vacation balance accordingly.

SCOPE

This policy applies to all current and future regular CUPE and exempt employees, who can demonstrate their previous regular part time or full-time local government experience within the province of British Columbia.

DEFINITIONS

Local Government Experience: Pertains to full time or part time regular employment with municipal or regional districts within British Columbia in both unionized and exempt positions. Experience will not take into consideration any auxiliary time worked. Auxiliary employees will have and will continue to receive their vacation in lieu.

Experience: All municipal and regional district experience will be considered and will be cumulative for the purpose of the calculation under this policy.

Employees Included in the Policy: Regular Full Time, and Regular Part Time CUPE and Exempt staff.

EFFECTIVE DATE:
June 15, 2026

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Employees in unionized or exempt positions will have their prior local government experience honoured for the purpose of determining their vacation entitlement.

The policy will apply to all future new employees of the district and retroactively for existing employees. Both prior experience as well as time with the district will be recognized equally.

- a) Staff who have demonstrated 3-5 years of previous local government experience will receive an additional 3 days of vacation at the time of hire.
- b) Staff who have demonstrated 5-10 years of previous local government experience will receive an additional 5 days of vacation at the time of hire.
- c) Staff who have demonstrated 10+ years of previous local government experience will receive 8 days of vacation at the time of hire.
- d) Once placed at a vacation entitlement level upon hire, employees must complete the required period of continuous service with the District of North Saanich before being eligible for the next vacation entitlement increase.

Examples:

If a CUPE employee starts at step 2 of the vacation entitlement (18 days), that employee needs to work 8 years of service with the district before receiving an additional increase (23 days).

In the case of an Exempt employee, if the employee starts at step 2 of the vacation entitlement (23 days), that employee needs to work 8 years of service with the district before receiving an additional increase (28 days)

- e) Employees whose current vacation entitlement is equal to or greater the vacation provided under this policy will retain their existing vacation entitlement and will not receive additional vacation under this policy.

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- f) Recognition applies only to vacation, and shall not apply to seniority, sick time or any other entitlement.
- g) Additional time added to vacation banks upon hire will be capped at 8 days.
- h) Previous part-time work in Local Government will be treated as years served for the purpose of this policy. Employment in a part-time position with the district will allow for pro-rated additional vacation days.

Example:

If an employee is hired at 50% and would be entitled to 8 additional days under this policy, they will receive 4 days of additional vacation.

- i) Time listed on the resume will be used to determine vacation, unless otherwise proved by the candidate.

RESPONSIBILITIES

Employees:

At the time of commencing employment with the district, employees will be responsible for notifying Human Resources of all past service with eligible employers, if not already clearly outlined on their resume and verified at the time of hire.

Human Resources:

The Human Resources department will be responsible for verifying what local government experience a candidate has when completing references.

The Human Resources department will be responsible for ensuring that the previous experience is clearly outlined in the Employment Agreement and is communicated effectively to payroll for the purposes of advancing appropriate vacation entitlement

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REVISION HISTORY

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