



KINGS TRANSIT AUTHORITY

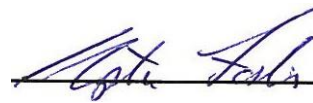
***VACATION/HOLIDAY  
POLICY***

Created and Approved: NOVEMBER 2014



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CHAIRPERSON



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GENERAL MANAGER



# KINGS TRANSIT AUTHORITY

## Vacation/Holiday Policy

### **Vacations:**

Kings Transit Authority grants paid vacation time to all full-time employees. Vacation periods are from January 1 to December 31 of each year. Vacation time is earned based on the length of service of the employee.

Part-Time and spare positions are not eligible for paid vacations. Vacation pay will be included on regular bi-weekly pay periods.

Vacations shall be earned in accordance with the following:

First year of service	Pro-rated portion of two weeks vacation
After first (1) year of service	Two (2) weeks vacation
After five (5) years of service	Three (3) weeks vacation
After ten (10) years of service	Four (4) weeks vacation
After twenty (20) years of service	Five (5) weeks vacation

Vacation time is accumulated at a rate of 4 % of gross wages over a calendar year. In the absence of an employee due to medical or a request leave, vacation time for the next calendar year will be adjusted based on the length of absence time. Example: If an employee has 3 weeks' vacation and was on medical leave for 4 months of that calendar year then the new calendar year that employee will only be entitled to would be 2 weeks' vacation, as this would be prorated at 1.25 vacation days per month (based on 3 weeks' vacation allowance) to accommodate the absence time.

A vacation list based on seniority will be distributed in January for employees to fill out their vacation preferences. This list must be completed and returned to the office by March 31. Vacations will be granted based on seniority.

Kings Transit Authority reserves the right to limit the number of employees on vacation at any one time. Employees who have earned vacation time of three or more weeks may be required to split their vacation time into two or more periods.

No vacation time will be deducted from an employee's vacation time if a vacation day falls on a holiday recognized by Kings Transit.

All employees must use their allotted vacation time by the end of the calendar year. No vacation will be accumulated and carried forward to the next year and no payment will be made in lieu of vacation time.

Any employment ended with Kings Transit Authority prior to December 31<sup>st</sup> in any year, and where the employee has taken any or all of the allotted vacation time for that period will have his/her final pay period adjusted accordingly on a pro-rated basis. This shall be at the discretion of the General Manager.

## **Holidays:**

All full-time employees shall be entitled to a paid holiday if he/she works their scheduled shifts preceding and following the holiday or by the discretion of the Manager.

Part-time or spare positions shall be entitled to paid holidays if he/she worked their scheduled shifts preceding and following the holiday along with 15 out of the preceding 30 calendar days prior to the holiday.

Holidays recognized by Kings Transit:

New Year's Day  
Heritage Day  
Good Friday  
Victoria Day  
Canada Day  
Labour Day  
Thanksgiving Day  
Remembrance Day  
Christmas Day  
Boxing Day

Any other day appointed by proclamation by the Governor General of Canada or the Lieutenant Governor of Nova Scotia.

The above days are paid holidays and there is no Kings Transit bus service on these days.