

# Trent Radio Policy Document: Human Resources

## Vacation

### Purpose and Scope:

Trent Radio supports fair, equitable, and transparent employment practices for all of its employees. Providing clear terms and benefits to employment assists to attract and retain quality employees who facilitate the best possible environment for the community to grow through the use of Trent Radio. As such, this policy shall govern vacation time for permanent employees.

This policy shall only apply to regular Trent Radio employees, and shall not be applied to student employees funded through the Trent Work Study Program, the Canada Summer Jobs Program, or other employment programs funded by government or external organizations. Exceptions to this application may be made on a case by case basis, as deemed necessary, by the Board of Directors.

### Terms & Definitions:

For the purpose of this policy document, terms used will be defined as follows:

**Permanent Employee:** An employee who is hired on an on-going basis with no specific or predetermined end date to their employment.

**Vacation/Benefits Year:** The period from September 1, to August 31 of the following calendar year.

**Years of Service:** The length of the employee’s continuous employment with Trent Radio, calculated from the employee’s hire date, and prorated accordingly, based on the employee’s FTE status, in the case of part-time employees.

### Vacation:

#### 1.0 Entitlement

Vacation entitlements shall be calculated based on the employee’s years of service on September 1<sup>st</sup> each year, based on the chart below. For the purpose of vacation entitlement, a week shall be defined by the regular number of hours of work per week as defined in the employee’s letter of offer / employment contract.

Years of Service	Vacation Days per Year
Less than 1 year	<b>Two weeks</b> , prorated based on date of hire
1 – 4 years	<b>Two weeks</b>
5 – 9 years	<b>Three weeks</b>
10 years	<b>Four weeks</b>
11 years and over	<b>Four weeks + 1 day</b> for each year of service beyond 10 years

#### 2.0 Carry Forward

Employees may carry forward up to the equivalent of one week of vacation entitlement, which remains unused at the end of any Vacation Year, for use only in the next Vacation Year. Carry forwards of any unused vacation is not permitted for more than one consecutive year.

### **3.0 Entitlement at Separation**

At the time of termination or resignation, an employee will be entitled to be paid for the prorated portion of their unused vacation entitlement for the current Vacation Year, equal to the period from September 1 to the date of layoff, termination or resignation.

### **4.0 Scheduling**

Vacation entitlement shall be used at times mutually agreeable to the employee and Trent Radio, and shall usually be requested no less than two weeks in advance. In the case where concurrent vacations will cause undue harm or hardship to Trent Radio's operations, vacations will be granted based first on the order in which they are requested, and then based on seniority.

### **Update History:**

Approved by the Board of Director on November 9, 2020