

SMOKY LAKE COUNTY



Title: Holidays and Sick Leave for Non-Union Employees	Policy No.: 24-01
Section: 01	Page No.: 1 of 1

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To provide holidays and sick leave days for the Non-Union employees; recognizing any exceptions due to negotiated contracts.
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Policy Statement and Guidelines:																
<p><u>Vacation:</u></p> <table style="width: 100%; border: none;"> <tr><td style="padding-left: 20px;">1 Year</td><td style="padding-left: 20px;">-</td><td>10 days</td></tr> <tr><td style="padding-left: 20px;">5 Years</td><td style="padding-left: 20px;">-</td><td>15 days</td></tr> <tr><td style="padding-left: 20px;">10 Years</td><td style="padding-left: 20px;">-</td><td>20 days</td></tr> <tr><td style="padding-left: 20px;">15 Years</td><td style="padding-left: 20px;">-</td><td>25 days</td></tr> <tr><td style="padding-left: 20px;">20 Years</td><td style="padding-left: 20px;">-</td><td>30 days</td></tr> </table>	1 Year	-	10 days	5 Years	-	15 days	10 Years	-	20 days	15 Years	-	25 days	20 Years	-	30 days	<p><u>Sick Leave:</u></p> <p>2 days per month (Maximum 65 working days) <i>Unless grandfathered</i></p>
1 Year	-	10 days														
5 Years	-	15 days														
10 Years	-	20 days														
15 Years	-	25 days														
20 Years	-	30 days														
<p>All vacation days for the current year must be used by <u>December 31.</u></p>																
<p>Any accumulated Vacation Days in a current year; the Chief Administrative Officer may approve an extension to March 31 for the following year.</p>																
<p><u>Benefits and Pension Plan:</u></p> <p>Non-union employees shall upon commencement of their employment receive all Smoky Lake County Health and Pension benefits effective immediately. Benefit privileges are in effect after a three-month probationary period.</p>																

	Date	Resolution Number
Approved	May 20, 2004	# 469 - Page 7750
Amended		
Amended		