

## Exempt Staff Vacation and Overtime Policy 148, 2016

**District of Lake Country**  
10150 Bottom Wood Lake Road  
Lake Country, BC V4V 2M1  
t: 250-766-5650 f: 250-766-0116  
lakecountry.bc.ca

---

### Date

The following was adopted as Policy by **Resolution No. IC 16-10-078** at the **In-Camera Council Meeting** held on **October 18, 2016**.

Amended by **Resolution IC 17.12.091** at the In Camera Meeting held on **December 12, 2017**.

---

### Purpose

The Policy establishes and governs the annual vacation entitlement and time off in lieu of overtime worked for exempt staff.

---

### Policy

1. Full time exempt staff will be eligible to the following vacation entitlement:

0 through 1 <sup>st</sup> year	3 weeks (15 days)
2 <sup>nd</sup> through 4 <sup>th</sup> year	4 weeks (20 days)
5 <sup>th</sup> through 15 <sup>th</sup> year	5 weeks (25 days)
16 <sup>th</sup> year and after	6 weeks (30 days)
2. The annual vacation period and entitlement is based on a full calendar year of January 1<sup>st</sup> to December 31<sup>st</sup>.
3. Vacation days are credited to the employee at the beginning of the year, or in the case of new employees, a prorated amount upon hiring.
4. Employees who leave the employ of the District during a calendar year will only be credited with vacation entitlement that has accrued up to the date they terminate employment with the District.
5. Part time exempt staff will have the above entitlements prorated to the amount of hours worked under their part time agreement.
6. Exempt managerial staff will be provided two weeks of paid time in lieu of overtime worked during the calendar year in addition to the eligible vacation entitlement.
7. Exempt administrative staff will be provided one week of paid time in lieu of overtime worked during the calendar year.

8. All exempt staff will have the option of submitting a request for up to one additional week in lieu of extraordinary hours worked. Additional in lieu time requests must be substantiated by specifics. The intent is to compensate staff for extra overtime incurred through District events, after hours meetings and open houses, election years, recruitment gaps, etc. but not for extra hours spent on core work. All requests require the approval of the CAO.
9. Exempt staff working overtime during an emergency as determined by the CAO, either in Emergency Operations Centre or in the field, will be paid at time and one half for the first two hours and double time thereafter on their normal work day. Emergency overtime worked on a normal day of rest will be paid at double time.
10. This policy supersedes all Council resolutions and all policies or parts thereof, approved or adopted prior to the date of adoption this Policy related to annual vacation entitlement for District of Lake Country exempt staff.

*Original signed by James Baker*

**Mayor**

*Original signed by Reyna Seabrook*

**Corporate Officer**

**Amendment – December 12, 2017**

*Original signed by James Baker*

**Mayor**

*Original signed by Willene Perez*

**Corporate Officer**