

12.6 13.9 Seasonal Modified Workweek

- (a) The term of the modified workweek shall be from the first Monday in April until the last Friday in September, unless otherwise agreed to by the parties.
- (b) The modified workweek for the outside crew and treatment plant operator shall consist of three days of nine and one-half hours each, and one nine hour day, followed by three days off.
- (c) The scheduled hours of the Bylaw Enforcement Officer shall be arrived at through the mutual agreement of the Bylaw Enforcement Officer and the Director of Planning.
- (d) ~~(1)~~ Employees working out of Town Hall may, if they so desire on an individual basis, participate in the following modified working workweek schedule.
- (1) Employees must make this decision once per year by March 1st for the period from the first Monday in April to the last Friday in September of that year.
 - (2) Employees who work flextime, as above, a modified seasonal workweek pursuant to 13.9(d) will work an additional 24 minutes each day. The shift starting and stopping times are to be established for this group by the Employer. This extra time will be banked at straight time and taken once every two pay periods at a time mutually acceptable to the Town Employer and Employee employee.
 - (3) The maximum banked time permitted for this purpose will be 10 hours and all banked time must be used prior to the second week of November.
- (e) Employees working in the ICBC Department will not participate in the seasonal modified workweek, however the provisions of Article 13.5 Flextime will apply.

15.1 16.1 Annual Vacation Entitlement

- (a) *Definitions:*

"Vacation year" - for the purposes of this article, a vacation year shall be the calendar year commencing January 1st and ending December 31st.

"First vacation year" - the first vacation year is the calendar year in which the employee starts employment.

"Week" - for the purposes of this article, a week for an employee consists of the number of days normally worked in a week by that employee

"Hours worked" – for the purposes of this article, hours worked includes Article 13 Hours of Work, Article 14 Overtime, Article 15 Paid Holidays, Article 16 Annual Vacations, and all leaves under article 17 Leave of Absence where compensation is recognized by the agreement and Article 23 Employee Benefits.

- (b) A regular full-time employee who has received at least 10 days' pay at straight-time rates for each calendar month will have an annual vacation entitlement as follows:
- (1) three weeks in each of the first to fourth vacation years; with pay at 6% hours worked;
 - (2) four weeks in each of the fifth to ninth vacation years; with pay at 8% hours worked;
 - (3) five weeks in each of the 10th to 14th vacation years; with pay at 10% hours worked;
 - (4) six weeks in each of the 15th to 19th vacation years; with pay at 12% hours worked;
 - (5) seven weeks in the 20th and each subsequent vacation year; with pay at 14% hours worked.
- (c) *Conversion of Hours* - where an employee is granted vacation pursuant to this article, and where the regularly scheduled workday is greater than seven and one-half hours per day, the annual vacation entitlement shall be converted to hours on the basis of a seven and one-half hour day and deducted accordingly.
- (d) Employees engaged on a part-time basis shall be entitled to annual vacation on a pro rata basis as above.
- (e) An employee on vacation shall receive pay for regular hours as if the employee was at work.
- (f) By February 28th of each year, or on the separation of a regular employee, an pay adjustment for annual vacation pursuant to 16.1(b) for the previous vacation year based on hours worked. Vacation earned and unused (up to 75 hours) as of January 1st will carry forward and be paid when leave taken.