



RM of Loon Lake #561

Policy Type:	Human Resources
Policy Title:	Holiday Accumulation Policy
Policy Number:	900-25

Authority:	
Council Resolution #	20/26

1. Purpose

The purpose of this policy is to recognize employee dedication and long-term service by providing an enhanced holiday entitlement structure that exceeds the minimum standards outlined in Saskatchewan Labour Standards. The RM of Loon Lake also encourages employees to take regular vacation time to support their health, well-being, and to prevent employee burnout.

2. Legislative Requirements

In accordance with Saskatchewan Labour Standards, employees are entitled to:

- A minimum of 3 weeks annual vacation after completing one (1) year of employment, and
- A minimum of 4 weeks annual vacation after completing ten (10) years of continuous service.

3. RM of Loon Lake Enhanced Holiday Entitlement

To show appreciation for employee commitment and long-term service, the RM of Loon Lake provides additional vacation entitlement as follows:

- Employees shall earn their base vacation entitlement in accordance with Saskatchewan Labour Standards.
- In addition to the legislated entitlement, employees will be granted one (1) additional vacation day per year beginning after completion of five (5) years of continuous service and continuing until the employee reaches ten (10) years of service.
- The additional vacation day shall be credited to the employee on their anniversary date each year.

This results in the following enhanced vacation structure:

Years of Service Vacation Entitlement

0 – 5 years	3 weeks (15 working days)
6 years	16 working days
7 years	17 working days
8 years	18 working days
9 years	19 working days
10+ years	4 weeks (20 working days)

4. Encouragement of Vacation Use

The RM of Loon Lake strongly encourages employees to use their allotted vacation each year to maintain a healthy work-life balance and to help prevent employee burnout. Management will work with employees, where possible, to support the scheduling of vacation time.

5. Accumulation and Carry-Over

Vacation time must be taken within the vacation year. Subject to operational requirements, vacation pay may be carried forward into the next calendar year, provided they are used by March 31 of the following year unless otherwise approved by Council.

6. Payout of Accrued Vacation

Unused vacation will not be paid out unless required by legislation or upon termination of employment, at which time all accrued and unused vacation will be paid in accordance with Saskatchewan Labour Standards.

7. Scheduling of Holidays

Vacation requests must be submitted to the Administrator/Foreman with reasonable notice. Approval is subject to operational requirements and staffing needs.

8. Policy Effective Date and Review

This policy will come into effect on January 1, 2026, unless otherwise specified and shall be implemented as outlined in this policy. This policy shall be reviewed by Council as required or at least every three (3) years to ensure compliance with legislation and organizational needs. This policy repeals and replaces all resolutions and any policies pertaining to human resource compensation that have been consolidated into this policy and replaces all past practices. This policy may only be amended or repealed by resolution of Council.

