

## Report to Council

<b>Report Title:</b>	Updated Vacation Policy		
<b>Prepared By:</b>	Trish Serratore, Chief Financial Officer, Julie Farrell, Human Resource Generalist, and Sonya Watson, Chief Administrative Officer		
<b>Department:</b>	Human Resources		
<b>Date:</b>	November 25, 2025		
<b>Report Number:</b>	HR2025-03	<b>File Number:</b>	C11HU
<b>Attachments:</b>	Annual Vacation Policy		

### Recommendation:

That the Council of the Municipality of Brockton hereby receives Report Number HR2025-03 – Updated Vacation Policy, prepared by Trish Serratore, Chief Financial Officer, Julie Farrell, Human Resource Generalist, and Sonya Watson, Chief Administrative Officer, and in doing so approves a By-Law coming forward to adopt the revised Vacation Policy as presented effective January 1, 2026.

### Report:

#### Background:

The Municipality of Brockton provides vacation entitlements to full-time permanent employees as part of its overall compensation framework. While the Municipality has modernized several components of its Human Resources policies in recent years, the vacation section remains one of the few components still embedded within the broader Personnel Policy.

The previous vacation provisions required clarification and modernization to ensure consistent application across departments, improve transparency, and align with current HR practices. The updated policy provides clearer direction on vacation entitlement, prorating, scheduling, carry-over allowances, and monitoring responsibilities. Establishing it as an independent corporate policy will also support more efficient future updates without requiring amendments to the full Personnel Policy.

#### Analysis:

The updated Vacation Policy introduces several important changes intended to modernize entitlements, improve clarity, and ensure consistency across the organization. These revisions address gaps in the previous policy, improve fairness in the recognition of long-term service, streamline prorating rules, and strengthen scheduling practices to better support both employees and departmental operations.

## **Clarification of Vacation Entitlement Structure**

The updated Vacation Policy clarifies the vacation entitlement schedule and restores the progression of increases every five years by moving the additional entitlement previously granted at 18 years of service to 15 years. This correction ensures fairness, aligns with historical practice, and better recognizes long-term employee commitment. The policy maintains the established structure of three weeks of vacation for the first five years of service, four weeks between five and ten years, and five weeks at ten years. Beginning in the fifteenth year, employees earn one additional day per year of service up to a maximum of 30 days, consistent with sector standards and applicable caps for employees hired after January 1, 2006

## **Prorated Entitlement and Anniversary Adjustments (Updated)**

The updated policy clarifies how vacation is prorated in years when employees become eligible for an increased entitlement based on their anniversary date. Under the revised structure, all anniversary-related increases continue to be prorated, except for the entitlement change that occurs in the fifteenth year of service. At the fifteenth year, employees now receive the additional vacation entitlement effective January 1, with no proration applied, ensuring consistency with the updated entitlement structure. Prorating continues to apply when employees start or end employment mid-year, supporting accurate, consistent, and transparent administration across all departments.

## **Vacation Scheduling and Operational Coordination**

The revised policy reinforces that vacation scheduling is determined by mutual agreement between employees and Department Heads, with departmental operational requirements remaining paramount. Where conflicting requests arise, Department Heads may determine priority based on operational needs, qualifications, and, if required, seniority. The policy also maintains the ability for departments to establish blackout periods and require portions of vacation to be taken during lower-demand periods to support organizational efficiency.

## **Conclusion**

The updated Vacation Policy modernizes and clarifies the Municipality's approach to administering vacation entitlements, ensuring fairness, consistency, and alignment with current human resources best practices. By re-establishing the five-year progression structure—including the adjustment of the entitlement increase from 18 to 15 years of service—the policy more appropriately recognizes long-term employee commitment and supports retention and morale. Updates to prorating rules, scheduling processes, and operational coordination further strengthen the policy's clarity and ensure it can be applied consistently across all departments.

Removing this section from the broader Personnel Policy and establishing it as a stand-alone corporate policy enhances transparency and allows for more efficient updates in the future. Collectively, these changes support effective workforce planning, improve administrative accuracy, and reinforce the Municipality's commitment to a fair and supportive work environment.

## Strategic Action Plan Checklist:

What aspect of the Brockton Strategic Action Plan does the content/recommendations in this report help advance?

- Recommendations help move the Municipality closer to its Vision N/A
- Recommendations contribute to achieving Heritage, Culture, and Community N/A
- Recommendations contribute to achieving Quality of Life N/A
- Recommendations contribute to achieving Land Use Planning and the Natural Environment N/A
- Recommendations contribute to achieving Economic Development N/A
- Recommendations contribute to achieving Municipal Governance N/A

## Financial Impacts/Source of Funding:

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

The updated Vacation Policy has no additional budget impact for 2026, as changes align with existing compensation practices.

---

## Respectfully Submitted by:



Trish Serratore, Chief Financial Officer



Julie Farrell, Human Resources Generalist



Sonya Watson, Chief Administrative Officer