



Staff Report

Human Resources

Report To: Council
Meeting Date: January 27, 2021
Report Number: FAF.21.023
Subject: Vacation Hour Utilization and COVID-19 Pandemic Impact
Prepared by: Jennifer Moreau, Director of Human Resources

A. Recommendations

THAT Council receive Staff Report FAF.21.023, entitled "Vacation Hour Utilization and COVID-19 Pandemic Impact";

AND THAT Council consider options to address vacation hours forfeited due to the impact of the COVID-19 Pandemic.

B. Overview

This report details the vacation time utilization of those staff members who did not receive the Employment Standards Act minimum vacation hours and provides Council with an option to address vacation hour minimums forfeited due to the current Pandemic.

C. Background

The Employment Standards Act addresses minimum vacation times for staff. Due to the current COVID-19 Pandemic, not all staff have been able to take the Employment Standards Act minimum vacation time.

D. Analysis

Staff suggest that Council consider the following options:

1. Payment for ESA minimum vacation hours forfeited
2. Additional carry-over of the remaining vacation hours to the following 2021 vacation year

E. Strategic Priorities

1. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

F. Environmental Impacts

Not applicable

G. Financial Impact

The options provided to Council have the following financial impact:

1. Payment for Employment Standards Act minimum vacation hours forfeited:

- \$22,035
- Staff recommend utilizing the Human Resources reserve for funding payment for vacation hours forfeited
- The Human Resources reserve has a current balance of \$459k

2. Additional carry-over of the remaining vacation hours to the 2021 vacation bank.

H. In Consultation With

Ruth Prince, Director of Finance and IT Services

Shawn Everitt, Chief Administrative Officer

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Jennifer Moreau, jmoreau@thebluemountains.ca.

J. Attached

None

Respectfully submitted,

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Jennifer Moreau
Director of Human Resources
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