



## VACATION

[Organization Name] values personal time off for employees and encourages employees to take advantage of accrued paid vacation time for rest, relaxation, and personal endeavours. As such, this policy aims to define the standards, guidelines, and procedures that apply to all employees' paid vacation time.

### POLICY

Employees are entitled to at least three weeks of vacation after each year of employment. Employees who have worked for [Organization Name] for ten years receive a minimum of four weeks of vacation.

#### Paying Vacation Pay

Vacation pay is provided to all eligible full-time, part-time, casual, temporary, and seasonal employees (including those who have not worked a full year for [Organization Name]).

Employees receive vacation pay:

- at their request before taking their vacation; or
- on a normal payday during their vacation; or
- within 11 months after earning their annual vacation; that is if they have not taken all their vacation time; and
- within 14 days of termination of employment.

#### Taking a Vacation

[Organization Name] will allow an employee to take a vacation within 12 months of becoming eligible for it.

- Unless the employee requests for shorter periods of at least a week at a time, they are entitled to take a vacation in one continuous period.
- An employee must obtain advance approval from [INSERT NAME OF PERSON IN CHARGE] for each vacation period.

#### Common Vacation Entitlement Date

[Organization Name] may use a common date to calculate vacation entitlement for all employees, but only if doing so does not result in any reduction of an employee's vacation entitlement.

#### Requiring an Employee to Take Vacation

[Organization Name] will work with employees when they are scheduling their annual vacation. If [Organization Name] cannot reach an agreement with an employee, [Organization Name] may schedule the employee's vacation by providing them with written notice at least four weeks before



the vacation begins to ensure that vacation is taken. If an employee does not take a vacation, they will receive vacation pay no later than 11 months after earning their annual vacation.

#### Requiring Employees to Take Vacation During Workplace Closures

[Organization Name] may require all employees, or all employees in a portion of the workplace, to take vacation time during a period in which [Organization Name] has closed all or a portion of the workplace. This applies if the vacation periods are longer than one week.

[Organization Name] will provide employees written notice at least four weeks before the vacation is slated to begin.

#### Vacation Requests

Employees are requested to please speak with their manager or supervisor at least (Insert Timeframe, e.g., 2 weeks prior) in order to request vacation. Vacation requests will be granted according to (Insert method: e.g., first come, first served, or by seniority). [Organization Name] reserves the right to schedule vacation for employees to ensure the smooth operation of the business and that all vacation time is used prior to the end of the year.

#### Calculating Vacation Pay

- Vacation pay is calculated based on an employee's wages for a year or portion of a year of employment, which includes all salary, commission, earned bonuses, and any other monetary compensation for work.

Note that overtime pay, public holiday pay, vacation pay, and pay without notice are also included.

- The calculation of vacation pay is based on the number of years the employee has worked for [Organization Name].
- In the first nine years of employment, an employee's wages would be multiplied for the 12-month period by 3/52 (5.77 percent).
- Once an employee completes 10 years of employment at [Organization Name], they are eligible for four weeks of vacation in the upcoming year and vacation pay of 4/52 (7.69 percent).

#### Paying Vacation Pay by End of Employment

Vacation pay is based on an employee's wages for the year. Because pay instead of notice is part of an employee's wages, it must be included in the vacation pay calculation. Vacation pay will not be used in lieu of pay instead of notice.

#### Using Vacation Pay When Employees are Away Due to Illness

Only by mutual agreement between [Organization Name] and the employee may a vacation payment be used when an employee is absent due to illness.

If this happens, [Organization Name] will reflect vacation pay in the pay stub.



If an employee's vacation pay is paid out while they are away due to illness or injury, their vacation leave entitlement is not reduced. The amount of vacation pay, however, will be reduced by the amount paid to cover time away from work due to illness.

#### Public Holidays While on Vacation

If a public holiday falls during an employee's annual vacation, the vacation is extended by one day, even if the holiday falls on a day off.

#### Cancelling an Employee's Vacation

In the case of the cancellation or rescheduling of a previously approved vacation, [Organization Name] will reimburse the employee for all non-refundable deposits, penalties, and prepaid expenses related to the vacation. Receipts for these expenses must be provided by the employee.