## VACATION

[Organization Name] understands the importance of taking time away from work to relax and recharge. It is committed to providing vacation time and pay in accordance with the *Alberta Employment Standards Code,* at minimum. In the event an employee’s employment contract provides a greater benefit, the employment contract shall take precedence.

POLICY

Vacation time and vacation pay at [Organization Name] are provided according to the following chart:

|   | **YEARS OF SERVICE** |
| --- | --- |
|  **1 to 5 Years** | **5 or More Years** |
| **Vacation Time** | Two weeks (10 days) | Three weeks (15 days) |
| **Vacation Pay** | 4% yearly wages | 6% yearly wages |

As per the Code, employees earn vacation time during the first year they're employed, but they may not take paid time off unless their employment contract states otherwise. After 12 months, they get two weeks of annual vacation, and after five years this increases to three weeks of annual vacation. Vacation must be taken within 12 months of being earned. Employees cannot skip taking vacation time and just receive vacation pay.

Vacation Time

Vacation must be taken within 12 months of being earned. Employees cannot skip taking vacation time and just receive vacation pay.

Should a statutory holiday fall within an employee’s vacation time, the employee may qualify for statutory holiday pay but they do not get an additional day off.

Employees who would like to take vacation time are asked to 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] may allow employees to take vacation time in advance of when the time is earned provided the request is submitted in writing. If the advance request is approved, [Organization Name] will deduct the number of days taken in advance from the employee's future vacation entitlement.

Vacation Pay (Modify according to which procedures your company uses)

[Organization Name] employees are paid their vacation pay:

* at least once a month
* on each pay period
* at least one day before the employee’s vacation if vacation pay has not previously been paid out, and the employee requests it
* no later than the next regular pay day after the vacation begins

Termination of Employment

In the event employment is terminated prior to an employee taking their vacation time, it will be paid out to them according to the Employment Standards guidelines, along with any other amounts owed. This vacation pay will either be paid:

* within 10 consecutive days after the end of the pay period in which termination occurred, or
* 31 consecutive days after the last day of employment.