## UNLIMITED VACATION POLICY

[Organization Name] recognizes the value of time away from work to unwind and recharge. We believe so strongly in the ability of employees to have a balance between work and their personal lives that we provide unlimited vacation days to our employees. Note: in all cases, this unlimited vacation will meet, at minimum, the requirements consistent with the *Employment Standards Act* of Ontario (ESA).

POLICY

[Organization Name] provides unlimited vacation days to our employees. This entitlement begins [insert when: example immediately, once an employee has completed the probationary period, etc.].

Employees are permitted to take an unlimited number of days of vacation leave, provided the time off is approved by management prior to the vacation days being taken.

The organization will attempt to provide employees with their requested vacation days. However, there may be times when a vacation cannot be approved due to operational requirements. Employees understand that management has the right to deny days off at its discretion.

If a statutory holiday occurs during an employee's vacation time, the employee may be eligible for statutory holiday pay but will not receive an additional day off.

Employment Standards Minimums

[Organization Name] will meet the vacation minimums of the *Employment Standards Act* which are detailed in the following chart:

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

Management will ensure employees are taking the minimum required vacation days. If an employee has not taken the minimum number of vacation days required by the ESA, the organization will [insert: schedule vacation time on behalf of the employee /pay the employee the required amount / allow carry over of days up to X number of days / a combination of the above].

Exceptions

Please note, vacation time may not be used to cover off sick time or time for any of the job-protected leaves covered by the ESA, such as parental leave. In the case of a leave or an illness/injury that requires Short-Term Disability (STD) or Long-Term Disability (LTD), employees will have to go through the government channels (example: employment insurance) regarding these types of situations.

Requesting Time Off

Employees wishing to request vacation must contact their manager or supervisor at least (Insert Timeframe, e.g., two weeks prior) to do so.

Management will provide confirmation or a denial of the requested vacation day or days to the employee in writing.

[Insert additional detail/procedures]

Termination of Employment

If employment is terminated prior to an employee taking their statutory vacation time, it will be paid out to them on their final pay cheque along with any other owed amounts.