## 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 *Employment Standards Act* of British Columbia (the Act), 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** | |
| --- | --- | --- |
| **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 |

As per the Act, employees earn vacation time during the first year they are employed. 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 pay must be at least four percent of the gross wages (excluding any vacation pay) earned in the 12-month vacation entitlement year for employees with less than five years of employment, and at least six per cent of the gross wages thereafter.

 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 are requested to please speak with their manager or supervisor at least two (2) weeks prior to request vacation. Vacation requests will be granted according to operational needs. [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.

[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.

Termination of Employment

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