## VACATIONS

[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,* at minimum. If an employee’s employment contract provides a greater benefit, the employment contract shall take precedence.

POLICY

After each year of employment, employees are entitled to at least three weeks of vacation. Employees who have worked for ten years or more are entitled to at least four weeks of vacation.

Paying Vacation Pay

Vacation pay is available to all eligible full-time, part-time, casual, temporary, and seasonal employees, including those who have not worked for a full year.

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.

Taking a Vacation

* Employees are permitted to take a vacation within 12 months of becoming eligible.
* Unless the employee requests shorter periods of at least a week at a time, they are entitled to one continuous period of vacation.
* For each vacation period, an employee must obtain advance approval from their supervisor.

Requiring an Employee to Take Vacation

* An employee’s vacation may be scheduled for them, provided that they receive written notice at least four weeks before the vacation starts.
* If the employee does not take a vacation, they will be paid for the vacation no later than 11 months after earning the annual vacation.

Calculating Vacation Pay

* Vacation pay is calculated using an employee's wages for a year or portion of a year of employment, including all salary, commission, earned bonuses, and any other monetary compensation for work or services rendered to an employer.
* Employee’s overtime, public holiday pay, vacation pay, and pay without notice are all included.
* Vacation pay is calculated based on the number of years an employee has worked for the same employer.
* Wages for the first nine years of employment would be multiplied by 3/52 for a 12-month period (5.77 percent). When an employee has worked for ten years, they are eligible for four weeks of vacation and vacation pay of 4/52. (7.69 percent).

Cancelling an Employee’s Vacation

In the event of a previously approved vacation being cancelled or rescheduled, the employee will be reimbursed for all non-refundable deposits, penalties, and prepaid expenses associated with the vacation. The employee must provide receipts for these expenses.

Vacation Requests

Employees are requested to please speak with their manager or supervisor at least (Insert Timeframe, e.g., 2 weeks prior) 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.

Termination of Employment

If 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.