## 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 *Ontario Employment Standards Act (ESA)*, at minimum. If 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 ESA, vacation pay must be at least four percent of the gross wages (excluding any vacation pay) earned in the 12-month vacation entitlement year or stub period (where that applies) for employees with less than five years of employment, and at least six per cent of the gross wages thereafter.

Vacation time may be taken after it has been accrued in the previous 12-month vacation entitlement year. It must be taken within 10 months of being accrued.

An employee who does not complete either the full vacation entitlement year or the stub period (if any) does not qualify for vacation time under the ESA. However, employees earn vacation pay as they earn wages. Therefore, if an employee works even just one hour, they are still entitled to at least four per cent (or six per cent, depending on length of employment) of the hour's wages as vacation pay.

Vacation Time

At [Organization Name], the vacation entitlement year begins the (Insert Date) and ends the (Insert Date). Vacation time may not be carried over into the following year and must be taken within 10 months of it having been accumulated. [Organization Name] reserves the right to schedule employee vacations if the time needs to be used prior to the year’s end. While the organization will make every effort to consider an employee’s desired vacation time away, there may be occasions when employees will not receive their desired time. In accordance with the ESA, [Organization Name] will not schedule any vacation time for less than one week at a time.

Maternity or Parental Leave

For the duration of a maternity or parental leave, vacation time only will accrue; vacation pay does not accrue during this time away.

Public/Statutory Holidays and Sick Days

Should a public/statutory holiday fall within an employee’s vacation time, they are entitled to an extra day away following their scheduled vacation. Sick days taken during a vacation do not qualify the employee to another day off with pay following their scheduled vacation.

Vacation Pay (modify according to organizational procedures)

[Organization Name] employees are paid their vacation pay at the appropriate rate on (Insert when/how they are paid, e.g., each pay cheque/bi-weekly, etc.). In the case where employees are not paid their vacation pay prior to taking vacation time, employees will be requested to sign a written authorization.

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.