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## VACATION POLICY

[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 Yukon *Employment Standards Act* (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 as two weeks for every year of employment, and at a rate of at least 4% of the employee’s wages during a year of employment in respect of which the employee is entitled to a vacation. This entitlement begins after an employee has been continuously employed with [Organization Name] for at least 14 days

As per the Act, all employees are entitled to vacation pay and vacation time except members of the employer’s family.

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.

Should a statutory holiday fall within an employee’s vacation time, the employee qualifies for statutory holiday pay, the employee is also entitled to extend their vacation time by one day.

Requesting Vacation

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) 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

[Organization Name] employees are paid their vacation pay at least one day before they begin their annual vacation time, or any time earlier as prescribed by the regulations.

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. All vacation pay must be paid to the employee within 7 days of the end of their employment.