## VACATIONS

[Organization Name] values personal time off for employees and thus encourages employees to take advantage of accrued paid vacation time for rest, relaxation, and personal endeavours. As such, this policy aims to define the standards, guidelines, and procedures that apply to all employees' paid vacation time.

POLICY

All employees are encouraged to take advantage of their vacation time to the fullest extent possible each year.

* Generally, employees are entitled to at least two weeks of vacation after each of the first four years of their employment. After completing 5 years of work at [Organization Name], employees can receive a minimum of 3 weeks of vacation.
* Vacation Pay entitlement is determined by years of completed service, as follows:

| Years of Service | Vacation Eligibility | Vacation Pay (% of gross pay) |
| --- | --- | --- |
| 1-5 years | 2 weeks | 4% |
| After the 5th year | 3 weeks | 6% |

* Vacation leave begins no later than 10 months immediately after the employee reaches "year of employment" for which the employee received vacation entitlement.
* If a general holiday falls during an employee's vacation period or on a non-scheduled workday, the employee is entitled to an additional day of vacation.
* During a legislated or approved leave of absence, employees' service to [Organization Name] is considered continuous and they will be due vacation time upon their return (depending on the total length of leave). As employees do not accrue vacation pay during leave, this amount will be lower.

Requesting Vacation Time

* Employees must notify the company in writing at least (Insert Time, e.g., two (2) weeks) in advance of their intent to take vacation time. Requests must include the date of departure, the date of return to work, and the number of required vacation days or weeks.
* Vacations may be taken only with the approval of (Insert Title).
* [Organization Name] reserves the right to require employees to take mandatory vacation days during slow periods of work or to ensure that banked vacation time is used. In all cases, a minimum of 15 days of notice will be provided to the employee and vacation time will be scheduled in at least one week periods.
* Vacation time may be divided into more than two periods if the employee so desires and their supervisor/manager is capable of allocating tasks effectively to remaining employees.

Vacation Approval

* Vacation scheduling is the responsibility of [Insert Title]. They are responsible for ensuring that all employees receive their full vacation entitlement while also considering the department's/business unit's efficiency.
* All vacations booked will be granted on a (Insert method, e.g., first-come, first-served; seniority; any other basis), pending the availability of adequate coverage.

Vacation Pay Upon Termination of Employment

* All vacation pay accrued but not paid out will be paid within 10 working days of an employee’s last day worked if an employee's employment is terminated.
* If an employee is terminating their employment, they may only use vacation for the notice period if an agreement with [Organization Name] is made.