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

POLICY

An employee who works for [Organization Name] for at least 90% of the normal working hours in a continuous 12 month period, beginning on the date of the start of employment or upon termination of a preceding 12 month period shall accrue vacation.

Within 10 months after the end of the continuous 12 month period, the employee may take an annual vacation of not less than 2 weeks, and the employee will be paid wages amounting to 4% of the gross wages earned by that employee during the 12 month period.

Any employees who remain with the organization for 15 years or more will receive 3 weeks of paid vacation at 6% of their gross wages.

Employees who do not work for at least 90% of the normal working hours will still be entitled to vacation pay of 4%, or 6%, depending on their length of service. Employees must have been employed for five consecutive work days to receive vacation pay.

Paying Vacation Pay

Vacation pay is available to all eligible full-time, part-time, casual, temporary, and seasonal employees.

Employees receive vacation pay:

* At least 1 day before the annual vacation, or a part of it, employees will receive either the full amount or a part of it, to which the employee is entitled for the period of vacation taken or given.
* Within 7 days of termination.

Taking a Vacation

* Employees are permitted to take a vacation within 12 months of becoming eligible.
* Unless requested otherwise by the employee, vacation may be taken in minimum one-week increments.
* 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 two weeks before the vacation starts.

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.

Where a public holiday occurs during the period of an annual vacation, the period of the annual vacation shall be lengthened by 1 working day for each public holiday.

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.