## 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 *Employment Standards Act*, at minimum. In the event that 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** |
| --- | --- |
|  **1-5 Years**  | **6 or More Years**  |
| **Vacation Time** | Two weeks (10 days) | Three weeks (15 days) |
| **Vacation Pay** | 4% gross wages | 6% gross wages |

As per the *Employment Standards Act*, 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 six 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 provided within the next six (6) 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 *Employment Standards Act*. 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

Vacation time may not be carried over into the following year and must be taken within six 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.

Vacation Pay

As per the *Employment Standards Act*, [Organization Name] will pay employees at the appropriate rate, at least 24 hours prior to the beginning of the vacation or at an earlier prescribed time, the vacation pay to which the employee is entitled in respect of that vacation. A vacation pay agreement form may be requested.

Vacation Requests

Employees are requested to please speak with their manager or supervisor at least two (2) weeks prior to request vacation. Vacation requests will be granted according to operational needs. [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

In the event that employment is terminated prior to an employee taking their vacation time, it will be paid out to them within 10 days of the employee’s last day of work.