## VACATION

[Organization Name] gives importance to employees' personal time off and encourages them to use their accrued paid vacation time for rest, relaxation, and personal pursuits. The goal of this policy is to clarify the criteria, principles, and procedures that apply to all paid vacation time for all employees. Note: where an employee’s employment contract provides a greater benefit, the contract will take precedence over this policy.

POLICY

After each twelve-month of employment, employees are entitled to at least two weeks of unbroken vacation. Employees who have worked for [Organization Name] for eight consecutive years or more are entitled to at least three weeks of vacation.

Each vacation will be given not later than four months after the twelve-month period ends. Employees will be notified by [Organization Name] at least one week before the vacation starts.

Paying Vacation Pay

Employees receive vacation pay:

* upon request before they take their vacation; or
* on a regular payday during their vacation; or
* within 12 months after earning their annual vacation if they have not taken all their vacation time.

Taking a Vacation

[Organization Name] will allow an employee to take a vacation within 12 months of becoming eligible.

* The employee is entitled to one continuous term of vacation unless they prefer shorter intervals of at least a week at a time.
* An employee must seek advance consent from [insert name] for each vacation period.

**Common Vacation Entitlement Date**

[Organization Name] may use a single date to compute vacation entitlement for all employees, within the regulations outlined by the ESA.

**Requiring an Employee to Take Vacation**

[Organization Name] will make every effort to work with employees about when they will take their annual leave. If no agreement can be reached, [Organization Name] may schedule the employee's vacation by giving them written notice of at least one week before the vacation starts.

If the employee does not take a vacation, they must notify the [insert name] via a written notice before the end of the twelve-month period of employment that they wish to decline the time and receive the pay.

[Organization Name] will give vacation pay to the employee no later than 30 days upon receipt of the notice.

**Seasonal Employment**

[Organization Name] will pay seasonal employees vacation pay as per the following conditions:

* vacation pay will be included in their paychecks;
* vacation pay will be included in the employee’s payroll; and
* vacation pay will be shown in the employee’s pay statement.

**Calculating Vacation Pay**

Vacation pay is calculated based on the number of years an employee has worked for the same employer.

Wages for the first seven years of employment would be 4% of the gross earnings as vacation pay. When an employee has worked for [Organization Name] for more than eight years, they are eligible for three weeks of vacation and vacation pay of 6% of the gross earnings.

**Paying Vacation Pay by End of Employment**

Vacation pay is calculated using the employee's "wages" for the calendar year.

Vacation pay cannot be used in place of notice. Vacation pay will be paid out no later than the next pay period.

**Using Vacation Pay When Employees are Away Due to Illness**

When an employee is absent due to illness, a vacation payment may be used only by mutual agreement between [Organization Name] and the employee. [Organization Name] will include vacation compensation on the pay stub if this occurs.

**Wages and Vacation Pay**

Employees on leave do not receive wages or vacation pay.

Employees must be paid their regular salaries rather than their vacation pay if they are called in while on vacation.

**Paid Holidays While on Vacation**

If a paid holiday falls on the employee's annual vacation, the vacation can be extended by one day, even if the holiday falls on a non-working day.