## VACATIONS

[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 [*Nova Scotia Employment Act*](https://novascotia.ca/lae/employmentrights/docs/labourstandardscodeguide.pdf)*,* at minimum. If an employee’s employment contract provides a greater benefit, the employment contract shall take precedence.

POLICY

After each year of employment, employees are entitled to at least two weeks of vacation within 10 months following the 12-month earning period. Employees who have worked for [Organization Name] for eight years or more are entitled to three weeks of vacation.

Paying Vacation Pay

Vacation pay is available to all eligible full-time, part-time, casual, temporary, and seasonal employees, including those who have not worked for [Organization Name] for a full year.

Employees receive vacation pay on the conditions below (select which applies to your organization):

* On the accumulated vacation pay over the 12-month earning period
* At least one day before the vacation time (note: employees can ask for accumulated vacation pay earlier but [Organization Name] does not have to provide it until one day before the employee’s vacation day)
* On each pay cheque
* Added to the hourly rate of the employee (employee’s rate of pay should be at least minimum wage plus percent, or six percent for employees who have at least served 7 years with [Organization Name]).

Taking a Vacation

* Employees are permitted to take a vacation within 12 months of becoming eligible.
* For each vacation period, an employee must obtain advance approval from their supervisor. Employees may request when to take their vacation time; however, the Organization has the final say.
* If the organization and the employee agree, the vacation time may be divided into two or more vacation periods if the employee is given a full two weeks of vacation (or three weeks after eight years) and at least one week of vacation is taken without interruption.

Requiring an Employee to Take Vacation

* An employee’s vacation may be scheduled for them, provided that they receive written notice at least one week before the vacation starts.
* During times when [Organization Name] has closed all or a section of the workplace, [Organization Name] may force all employees, or all employees in a segment of a workplace, to take vacations. If the vacation duration is more than one week, this is applicable.
  + To accomplish this, [Organization Name] will provide employees with written notice at least four weeks prior to the start of the vacation.

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.

Using Vacation Pay When Employees are Away Due to Illness

Only by mutual agreement between [Organization Name] and the employee can a vacation payment be used when an employee is absent due to illness. If this occurs, vacation pay will be included on the pay stub by [Organization Name]. The employee's vacation leave entitlement is unaffected if the employee's vacation pay is paid out while he or she is away due to illness or accident. The money paid to cover time away from work due to illness, on the other hand, will be deducted from vacation pay.

Wages and Vacation Pay

* Wages and vacation pay are not paid to employees on leave.
* Employees must be paid their regular salaries rather than their vacation pay if they are called in while on vacation.

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 within ten (10) days of the end of the employment relationship.