

3.3 Vacation Policy

Intent

The employer understands the importance of personal time off for its employees. As such, the purpose of this policy is to explain the standards, guidelines, and procedures for paid vacation time.

Scope

This policy applies to all employees always and without exception.

Unionized employees shall adhere to their current Collective Agreement for policies governing vacation leave. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

Guidelines

All employees are encouraged to use their allotted vacation time in every year.

1. Employees, including probationary employees with less than one year of service will accrue paid vacation at the rate of 0.75 days for each complete month of service.
2. Employees with one or more years of service will be granted paid vacation every year per the following schedule:

Service with the Company Name	Vacation Entitlement	Annual Vacation Pay
1 year but less than 3	2 weeks	4%
3 years but less than 7	3 weeks	6%
7 years but less than 20	4 weeks	8%
20 years but less than 25	5 weeks	10%
25 years or more	6 weeks	12%

Please note that this table dictates the established minimum vacation entitlements for employees. Employees should refer to their employment contract for specific vacation entitlements.

3. Casual or temporary employees will receive vacation pay at the rate of four percent of their earnings payable on every paycheque.
4. For vacation purposes, the reference year spans the company's fiscal year, running from January 1st through to December 31st.
5. Paid vacation time earned by an employee must be used in its totality within twelve months after the end of the year in which it is earned.
6. The employer reserves the right to schedule vacations for employees as a method of ensuring that banked vacation time is utilized prior to year-end.
7. The employer reserves the right to schedule mandatory vacation days for employees as a means of cost-cutting. These days will count against accrued vacation days.

8. Vacation scheduling is the responsibility of department heads who will ensure that all employees are given their full vacation entitlement while considering the efficiency of the department.
9. Employees are required to submit in writing, notification of their intent to take vacation time at least two weeks in advance. Time off requests during peak vacation seasons for example during summer, spring break, Christmas, etc. must be submitted at least four weeks in advance. Notification must include departure date, return-to-work date, and the number of vacation days or weeks required.
10. Any conflict in vacation requests between employees will be decided by employee seniority, company needs, and the good judgment of management.
11. If an employee's services are terminated, compensation will be paid in lieu of vacation time earned but not taken, per applicable legislation.
12. Employees are not entitled to accrued vacation during periods of sabbatical or suspension from the company.
13. If a statutory holiday occurs during an employee's vacation period, the employee will be granted one additional day of vacation. Brief illnesses that occur during a vacation period may not be counted towards sick pay.
14. If an employee is away from work due to maternity or parental leave they will continue to accrue vacation time.
15. Employees whose employment is terminated before the completion of one year of service will receive vacation pay in accordance with the provisions of the applicable legislation.

RELEVANT DOCUMENT

Time Off Request Form