## 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. If an employee’s employment contract provides a greater benefit, the employment contract shall take precedence.

POLICY

| **Length of Service** | **Vacation Amount** |
| --- | --- |
| Less than eight (8) years of employment with the employer | Two (2) weeks of vacation/4% vacation pay |
| Eight (8) years or more of employment with the employer | Three (3) weeks of vacation/6% vacation pay |

Taking a Vacation

* Employees are permitted to take vacation following 12 months of employment with [Organization Name].
* Employees must be provided their vacation time no later than four (4) months after accrual.

Vacation Pay

Vacation pay is calculated using an employee's gross wages.

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.

Requiring an Employee to Take Vacation

If [Organization Name] and the employee cannot reach consensus concerning vacation time, the employee’s vacation time may be scheduled for them with one week’s notice.

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.