1. Purpose & scope:

The Company understands the importance of personal time off for its employees. Employees are encouraged to use their accrued paid vacation time for rest, relaxation, and personal pursuits. As such, the purpose of this policy is to explain the standards, guidelines, and procedures for paid vacation time for all staff members.

The Employment Standards Act does not permit an employee to forego an annual vacation and only receive the vacation pay. Employers are required to ensure that employees:

- ***Take time off for their annual vacation; and***
- ***Receive their vacation pay***

2. Responsibility

Managers are responsible for receiving vacation requests, reviewing, scheduling, approving, providing documented confirmation of approval or denial and monitoring vacation time requested and taken, and for advising Payroll of any changes or revisions to approved vacation plans.

Payroll is responsible for monitoring vacation schedules and shall ensure vacation pay is paid correctly and in a timely manner, consistent with the provisions of this Policy.

3. Procedure

All employees are expected to use their allotted vacation time in full every year. The following policy statements are intended to clarify paid vacation procedures for The Company's hourly staff.

Vacations must be taken sometime in the 12 months after the employee becomes entitled to the vacation. Vacations will normally be authorized in one week periods unless the employee requests to take his/her vacation in shorter or longer periods. This is permissible as long as the periods are at least one day long.

Rollover

- Employees (including probationary employees) with less than one (1) year of service will be granted paid vacation at the rate of 0.83 days for each complete month of service.

- Employees with one (1) or more years of service will be granted two (2) weeks paid vacation every Calendar year.

- Employees with six (6) or more years in service will be granted three (3) weeks paid vacation every Calendar year.

- Employees with ten (10) or more years in service will be granted four (4) weeks paid vacation every Calendar year.

- Paid vacation time granted to an employee must be used in its totality within six (6) months after the end of the reference year in which it is earned.

Vacation Pay

- If an exception is made to authorize paid vacation prior to such time being earned and the employee leaves the company for any reason before such time is earned the company will deduct the vacation overpayment from any and all monies paid to the employee on their final pay until the overpayment has been reimbursed to the company.

- If inadvertently an employee is provided paid vacation beyond their current entitlement this unearned vacation provided in error will be deducted from the subsequent year's vacation entitlement and if the employee leaves the company for any reason before such time is earned the company will deduct the vacation overpayment from any and all monies paid to the employee on their final pay until the overpayment has been reimbursed to the company.

- Accrual amounts may not be equivalent to your hourly rate due to any form of absenteeism or overtime worked.

- Negative balances may occur when employees take vacation time before actually accruing or earning it. This is referred to as a "vacation advance" This is common with new employees and may also happen if long term employees take more time off than their eligibility. The employee agrees that negative balances will carry over from year to year until vacation monies have been earned or if their employment is terminated by either party; he/she agrees that the negative balance is owed back to the company for previously advancing vacation on the final pay.

    - Paid leave including statutory holiday vacation or sick time will not be accumulated towards weekly overtime. Only **physically** worked hours from Sunday to Saturday over 40hrs/week. Extra time worked at the employee's discretion without supervisory approval will not be used towards overtime. The workweek runs from [Sunday morning at 12:00 am and ends at 11:59 pm on Saturday night].

- No payment will be made in lieu of vacation except where;

    a. An employee ceases employment

    b. An employee who is entitled to vacation is on leave of absence and/or is physically unable to take earned vacation within the specified time limits and the Director of Employment Standards approves such payment; or

    c. In those rare and exceptional cases where it is clear an employee cannot schedule the earned vacation entitlement within the authorized period. In such cases, payment in lieu of vacation may be made to a maximum of 2 weeks (10 days) pay. Pay in lieu of vacation requires the approval of the immediate manager and the **VP of Operations**, or a designated nominee.

    d. If there is a balance of money at the end of the year (Dec 31st) and all vacation days have been used.

Vacation Request

- Employees are required to submit by written notification using ISO document F-HR-03 (Shop Employees) or F-HR-04 (Staff employees) of their intent to take vacation time. Notification must include departure date, return-to-work date, and the number of vacation days or weeks required.

- Any conflict in vacation requests between employees will be decided based on employee seniority, company needs, and the good judgment of the supervisor/manager.

- If a statutory holiday or a company recognized holiday occurs during an employee's vacation period, the employee is entitled to take off either the first scheduled working day after their vacation, or in agreement with the employer, another day before the next annual vacation (that would otherwise have been a work day for the employee).

- Vacation days may be authorized to be rolled over into the following year solely at the company's discretion under certain circumstances; instances such as these will be addressed on a case-by-case basis.

Vacation Scheduling

- Vacation scheduling is the responsibility of department/business unit managers or supervisors who will ensure that all employees are given their full vacation entitlement while taking into account the efficiency of the department/business unit. Employees should not make any vacation commitments until vacation scheduling has been approved.

- If a mutually acceptable time for the employee's vacation cannot be found or an employee chooses not to schedule his/her vacation, the company will exercise its right to decide on the time. However,

in this particular situation the employee will be provided at least two weeks' notice in writing of the start date of their vacation. The employee must take their vacation at that time.

- The Company's employees shall limit their use of vacation time to a maximum of 2 weeks within each 3 month period. This limit has been established to ensure that The Company may continue to operate using optimal staffing levels.

Submission Deadlines

- Requesting 1-2 weeks' vacation – Submit a minimum of four (4) weeks in advance
- Requesting less than one (1) week vacation – Submit one (1) week advance notice for each day requested. Example; 1 day = 1 weeks' notice, 2 days = 2 weeks' notice
- All vacation requests for the summer months (July-September) must be submitted no later than May 1st in the event that two (2) or more employees from the same department submit vacation requests at the same time for the same days/weeks off, the employee with the longest tenure will be granted the vacation days.

- The Company reserves the right to schedule vacations for employees as a method of ensuring that banked vacation time is utilized prior to year-end.
- The Company reserves the right to institute a company-wide vacation shutdown period. All vacation days/payments must be applied to this period unless the employee does not have any vacation days/payments left. Banked time cannot be used instead of vacation days/payouts.

I, _____ have completely read and understand Vacation Policy

Signature:_____

Date:_____