



# Annual Vacation

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## Policy

Non-managerial employees shall have 10 days' vacation after one year of employment and 15 days after 2 years. Managerial employees shall have 20 days' vacation after one year. After five (5) years of employment all employees shall be entitled to 20 days' vacation. After ten years of employment employees shall earn 25 days annual vacation.

## Guidelines

The Chief Executive Officer must authorize all vacation periods.

Employees are entitled to take earned vacation when requested unless a conflict exists. The CEO has the sole discretion to determine how a conflict is handled.

Vacation may be taken in more than one installment if approved by the Chief Executive Officer as long as each instalment is a minimum of one day long.

Vacation must normally be taken within 12 months of being earned. Unused vacation will normally be forfeited. However, up to 10 days of vacation time may be carried over into the following year with the written approval of the Chief Executive Officer.

Permanent part-time employees shall be entitled to a pro-rated vacation based on the percent of full time hours worked.

An employee may be granted an advance of earned vacation up to a maximum of ten days at the discretion of the Chief Executive Officer. An employee who has taken an unearned vacation and terminates before the vacation is earned will have the unearned portion deducted from the final pay cheque.

<b>Last Reviewed:</b>	<b>1 August 2013</b>
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