



# Exhibition Place

## Vacation Entitlement

FORMERLY CALLED:	1/ As Above 2/ Vacation Carryover
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SUPERCEDES POLICY DATED		
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**Vacation entitlement:**

**Employees in salary grade fifteen to nineteen**

- 4 weeks for employees who have completed one year of service
- 5 weeks for employees who have completed 17 years of service
- 6 weeks for employees who have completed 23 years of service
- 1 additional vacation day per year upon completion of 19 years of service to a total accumulation of 6 weeks after the completion of 23 years of service.

**Employees in salary grade eight to fourteen**

- 3 weeks for employees who have completed one year of service
- 4 weeks for employees who have completed 9 years of service
- 5 weeks for employees who have completed 17 years of service
- 6 weeks for employees who have completed 23 years of service
- 1 additional vacation day per year upon completion of 19 years of service to a total accumulation of 6 weeks after the completion of 23 years of service.

**Employees in salary grade one through seven:**

- 3 weeks for employees who have completed one year of service
- 4 weeks for employees who have completed 9 years of service
- 5 weeks for employees who have completed 17 years of service
- 6 weeks for employees who have completed 23 years of service

Vacation credits accrue based on an employee’s annual entitlement. For example, an employee entitled to 3 weeks vacation annually will accumulate 1.25 vacation days per month of service. The month of hire is counted provided an employee commences regular full time employment prior to the 15th of the month. Employees must be in receipt of wages (with the exception of those on an approved maternity / parental leave) in order to be entitled to vacation credits.

An employee in their first year of service is eligible to take vacation days equivalent to the number accrued at the time of actual requested absence.

Vacation credits may not normally be used before being earned.

Employees should submit requests for vacation approval, in writing, to their direct supervisor and are expected to schedule their vacations as far in advance as possible.

Supervisors are responsible for managing vacation schedules to ensure employees use their annual vacation entitlement.

Each area is responsible for the preparation of its own vacation schedules and may specify periods when vacations may not be scheduled because of operational requirements. Every effort shall be made to grant annual vacations on the dates requested by employees.

Prior to commencing vacation an employee may delay the start of their vacation or reschedule the vacation period if:

- The employee has a death in their family for which bereavement leave would normally be granted.
- They become ill or are injured and require in-patient treatment in a hospital for which sick leave would normally be granted.
- They are required to appear in court for jury duty or witness service.

Employees having commenced vacation may apply for the restoration of vacation credits in the following circumstances:

- The employee has a death in their family for which bereavement leave would normally be granted.
- They become ill or are injured and require in-patient treatment in a hospital for which sick leave would normally be granted.

Employees may be asked to provide reasonable proof to Human Resources in order to receive approval for the postponement of the vacation and / or the restoration of vacation credits.

### **Vacation Carry-Over**

Employees may carry over from one calendar year to the next, a maximum of one year's vacation entitlement. In unusual circumstances, when vacation cannot be used, for example, where an employee has been asked to forego vacation for operational reasons, requests for extension to the following year will be considered on a case-by-case basis. Requests to carry over more than one year's entitlement require the approval of the Chief Executive Officer.

In the event an employee is in receipt of Short Term Disability pay and is applying for or waiting for approval of Long Term Disability benefits, excess vacation will be carried forward automatically. All vacation time owing will be paid out once the Long Term Disability claim is approved. Approval will not be required from the Chief Executive Officer to carry over and / or pay out excess vacation amounts under these circumstances.

Approved By: Chief Executive Officer & The Board of Governors of Exhibition Place