

# Vacation Policy – Alberta

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It's important to have a written policy providing employees at least the vacation time and pay to which they're entitled under the employment standards laws of your jurisdiction. Here's a vacations policy template based on the requirements of the Alberta *Employment Standards Code* that you can adapt.

## 1. **POLICY**

ABC Company provides employees paid vacation and vacation pay as required by the Alberta *Employment Standards Code* ("ESC"), and applicable regulations. The provisions set out in this Policy reflect the minimum vacation benefits that an employee is entitled to receive under the ESC and regulations. While employees will receive nothing less, ABC Company may grant employees compensation and benefits that are more generous than those required by this Policy under the terms of collective agreements and individual employment contracts with employees.

## 2. **SCOPE**

This Policy applies to employees who are covered by the ESC. It does **not** apply to employees who are:

- Listed in the regulations as being exempt from the ESC or a part of the ESC on which a particular Section of this Policy is based; or
- Employed in an industry that is subject to specific employment terms and conditions under the *Employment Standards Regulation*.

## 3. **DEFINITIONS**

For purposes of this Policy:

**"Wage rate"** means the hourly rate of pay for wages;

**"Week"** means 7 consecutive days;

**"Work day"** means a 24-hour period ending at midnight or a 24-hour period as established by the consistent practice of ABC Company;



**“Work month”** means a calendar month or the period from a time on a specific day in a month to the same time on the same day in the following month as established by the consistent practice of ABC Company;

**“Work week”** means the period between midnight on a Saturday and midnight on the following Saturday, or 7 consecutive days as established by the consistent practice of ABC Company;

**“Year of employment”** means a period of 12 consecutive months...