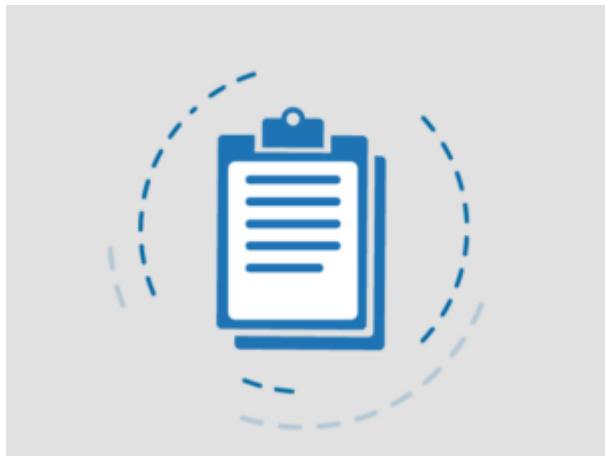


# Vacation Waiver Request Form



## **PROBLEM:**

Letting your employees trade accrued vacation time for extra pay can be a mutually beneficial arrangement. For the employee, it means extra cash in the bank; for your part, it's an opportunity to minimize disruptions in scheduling and operations. But it may also employment standards laws. That's why you need to know the ESA rules and ensure that your waiver arrangements fall within them.

## **HOW TOOL HELPS SOLVE THE PROBLEM:**

Here's a model letter that should be filled out separately by each employee who requests to fore-go their vacation in lieu of payment. Remember that not all jurisdictions allow employees to do this; make sure it's legal in your province. Once your organization approves the request, note your approval on the form and send it to the correct government official for final approval, if necessary. Be sure to adapt this form to meet the needs of your organization, and show it to your attorney before using it.