

Model Policy on Paid Vacation (Yukon)

Here's a paid vacation policy you can use if you're subject to the BC Employment Standards Act ("ESA") and associated regulations. This policy is a vanilla, simple template designed to ensure compliance with the vacation pay requirements of the law. It represents a minimum standard and you'll need to adapt it if you provide more generous vacation benefits than the law requires.

HR managers in any part of the country can adapt this Model Policy for use at their own workplace.

PAID VACATION POLICY

HR managers in any part of the country can adapt this Model Policy for use at their own workplace.

ABC COMPANY PAID VACATION POLICY

Entitlement: Employees, including part-time, seasonal, and temporary employees, will be granted at least 2 weeks of paid vacation for every year of employment they complete with ABC Company. For purposes of the above, “year of employment” means continuous employment of the employee with ABC Company for 12 consecutive months starting with the date the employment began or any subsequent anniversary date thereafter.

Vacation pay: The amount of vacation to which an employee is entitled is at least 4% of the employee’s wages during a year of employment in respect of which the employee is entitled to the vacation. Vacation pay will be considered to be wages.

Time for vacation and payment: ABC Company will grant to the employee the vacation to which he/she is entitled, which will begin not later than 10 months immediately following the completion of the year of employment for which the employee became entitled to the vacation and pay the employee the vacation pay to which he/she is entitled for that vacation at least 1 day before the vacation begins.

Exception: ABC Company and the employee may agree in writing to an arrangement under which the employee agrees not to take his/her annual vacation in accordance with Section 23 of the ESA.

If a statutory holiday occurs during an employee’s annual vacation, ABC Company will extend the employee’s vacation 1 day and pay the employee, in addition to vacation pay, the wages to which the employee would be entitled for a statutory holiday not worked.