

Model Policy on Paid Vacation (Alberta)

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

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ABC COMPANY PAID VACATION POLICY

Entitlement: Employees will be granted an annual vacation of:

- At least 2 weeks after each of the first 4 years of employment with ABC Company; and
- At least 3 weeks after 5 consecutive years of employment and each year of employment with ABC Company after that.

In the event ABC Company exercises its right to establish a common anniversary date for all or group of employees under Section 35 of the ESC, employees with a common anniversary date will become entitled to annual vacation as follows:

- a. On the first common anniversary date after employment begins with ABC Company, at least 2 weeks' vacation or a proportionally lesser period if the employee has been employed for less than 1 year;
- b. On the 2nd, 3rd, 4th, and 5th common anniversary date after employment begins with ABC Company, at least 2 weeks' vacation;
- c. On the 6th common anniversary date after employment begins with ABC Company, at least:
 - i. 3 weeks' vacation; and
 - ii. Vacation for the period that the proportion referred to in subsection (a) above, if any, bears to 1 week;
- d. On the 7th common anniversary date after employment begins with ABC Company and every anniversary after that, at least 3 weeks' vacation;

Employees will be given their annual vacation in a single unbroken period no later than 12 months after they become entitled to it. If employees request it in writing, they will be given their vacation in 2 or more periods as long as each vacation period is at least 1 day long.

Vacation pay: Employees will be paid for their vacation based on how often their wages are paid:

- Employees paid monthly will be paid by the month vacation pay of at least the employee's normal hours of work in the month divided 4 1/3;
- Employees paid on an other than monthly basis will be paid as follows:
 - a. Employees entitled to 2 weeks' vacation or a lesser amount will be paid 4% of their wages for the year of employment for which the vacation is given; or
 - b. Employees entitled to 3 weeks' vacation will be paid 6% of their wages for the year of employment for which the vacation is given.

ABC Company will pay vacation pay no later than the next regularly scheduled payday after the employee starts annual vacation.

Dates for annual vacations: Employees must notify their supervisor or manager and get ABC Company's agreement to the date of their annual vacation. If ABC Company and the employee cannot agree on a

mutually satisfactory date for the start of the annual vacation, the employee must give his/her supervisor or manager at least 2 weeks' written notice of the start date of his/her annual vacation and actually start their vacation on that date.

Reductions for absences: In accordance with Section 44 of the ESC, if an employee is absent from work, ABC Company may reduce the employee's vacation and vacation pay in proportion to the number of days the employee was or would normally have been scheduled to work, but did not work.