

# Model Policy on Paid Vacation (Nunavut Version)

Here's a paid vacation policy you can use if you're subject to the Nunavut Labour Standards Act ("LSA") 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 Nunavut can adapt this Model Policy for use at their own workplace.

## PAID VACATION POLICY (NUNAVUT VERSION)

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

**Entitlement:** Employees will be granted an annual vacation, with vacation pay, after each year of employment with ABC Company of:

- 2 weeks for the first 5 continuous years of employment with ABC Company; and
- 3 weeks after 5 continuous years of employment accumulated with ABC Company over the past 10 years regardless of whether such years of employment were continuous.

**Granting vacation:** Vacation must start no later than 10 months immediately following completion of the year of employment for which the employee becomes entitled to the vacation.

**Vacation pay:** Vacation pay will be paid to the employee no later than 1 day before the beginning of the vacation. The amount of vacation pay will be at least:

- 4% of the employee's annual wages during a year of employment with regard to an employee entitled to a vacation of 2 weeks; and
- 6% of the employee's annual wages during a year of employment with regard to an employee entitled to a vacation of 3 weeks.

For purposes of calculating vacation pay, "years of employment" means 12 continuous months of employment with ABC Company. Vacation pay will be treated as wages earned by the employee.

**Waiver & postponement of annual vacation:** ABC Company and the employee may apply to the Nunavut Labour Standards Officer for a waiver or postponement of an employee's annual vacation in accordance with the *LSA Annual Vacations Regulations*.