

Model Policy on Paid Vacation (Saskatchewan Version)

Here's a paid vacation policy you can use if you're subject to the Saskatchewan Labour Standards Act ("LSA") and associated regulations. This policy is a vanilla, simple template designed to ensure compliance with the vacation requirements of the law. It represents a minimum standard and you'll need to adapt it if you provide more generous vacation allowance 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 (SASKATCHEWAN VERSION)

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

Entitlement: Employees are entitled to an annual holiday of:

- a. 3 weeks after each year of employment with ABC Company; and
- b. 4 weeks after completing 10 years of employment with ABC Company.

Vacation pay: Employees will be paid annual holiday pay in the following amounts:

- Employees entitled to an annual holiday in accordance with paragraph a. above will be paid 3/52 of their total wages for the year of employment immediately preceding the entitlement to the annual holiday;
- Employees entitled to an annual holiday in accordance with paragraph b. above will be paid 4/52 of their total wages for the year of employment immediately preceding the entitlement to the annual holiday.

Any employee who does not take the annual holiday to which he/she is entitled will be paid annual holiday pay no later than 11 months after the day on which the employee becomes entitled to the annual holiday.

Where an employee takes his/her annual holiday in 1 continuous period, ABC Company will pay him/her the annual holiday pay payable to him/her in the 14-day period immediately preceding the start of the holiday period. Where an employee takes annual holiday in a way other than 1 continuous period, ABC Company will pay him/her the annual holiday pay payable to him/her in segments in the 14-day period immediately preceding the start of each segment of the holiday.

Vacation procedure: Employees are allowed to take their entire annual holiday within 12 months of becoming entitled to it, either in 1 continuous and uninterrupted period, or in segments of no less than 1 week by providing ABC Company written notice in accordance with Section 31(1)(c) of the LSA.

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.