

Red Seal Recruiting Solutions Ltd

Policy No.:	1 - 001	Title:	Vacation
Subject Area:	Human Resources	Effective Date:	February 23, 2017

Red Seal understands the importance of personal time off for employees. Employees are encouraged to use their accrued paid vacation time for rest, relaxation, and personal pursuits. As such, the purpose of this policy is to explain the standards, guidelines, and procedures for paid vacation time for all staff members.

Scope

This policy applies to hourly and salaried employees.

Policy

The vacation year means calendar year - January to December.

A full time employee works at least 37.5 hours per week. Employees working less than 37.5 hours per week will have vacation paid out as a percentage of wages earned.

Accumulation of Paid Vacation

Vacation time and pay is calculated as a percentage of earnings:

2 weeks vacation (10 working days) = 4%

3 weeks vacation (15 working days) = 6%

4 weeks vacation (20 working days) = 8%

First Year of Employment:

During the first calendar year of employment, employees can begin taking paid vacation days after 3 full months of employment. Employees are given prorated vacation until December 31st, earning 1/12 of their annual vacation per month, calculated on the number of full months remaining in the year, rounded to the nearest full day. In January of the following year, employees are eligible to take their vacation in accordance with their job offer letter and this policy. The intent is to provide employees with access to paid vacation days during their first year of employment.

Employees are not permitted to carryover any unused vacation and are encouraged to schedule and use all of their vacation days.

Expectation

It is our expectation that a request for time off provides all staff and clients with a reasonable amount of time to prepare and plan for your absence. Longer durations of time off should be requested as soon as possible.

Take into consideration that time off impacts the allocation of work and other staff members. You will transition outstanding or upcoming work to the appropriate staff member and clients will be notified prior to your vacation.

Procedure

Starting by checking with your colleagues and/or the share calendar to see when others are going to be out of the office, to have avoid having multiple staff out of the office at the same time. Secondly, email Kael to request the time off and wait for approval. Update the calendar once approved as well as the vacation tracking sheet.

Vacation Payment

It is not permissible to waive a vacation and draw double pay, or accumulate vacation time from year to year. Hourly employees can request in writing to have the percentage vacation paid out on each paycheque.

Vacation Pay upon Termination of Employment

If an employee quits or is terminated prior to using their accumulated vacation entitlement they will be paid out at the employee’s current wage and years of service. Where the employee has used more vacation in the current year than earned by the last day of employment, the employee’s final pay will be adjusted accordingly.

Statutory Holidays:

New Years Day	January 1
Family Day	Second Monday in February
Good Friday	Friday before Easter Sunday
Victoria Day	Monday before May 25
Canada Day	July 1
British Columbia Day	Monday after the 1 st Sunday of August
Labour Day	First Monday in September
Thanksgiving Day	Second Monday in October
Remembrance Day	November 11
Christmas Day	December 25

Acknowledgement & Agreement

I, _____(Employee Name), acknowledge that I have read and understand the Vacation Policy of Red Seal Recruiting Solutions Ltd. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy.

Signature: _____

Date: _____