# VACATION AGREEMENT

# *PURSUANT TO SEC 33-SEC 36 OF THE EMPLOYMENT STANDARDS ACT, 2000*

I agree to have my vacation pay paid to me with each paycheque. I will receive 4% of vacation pay on each paycheque I receive. I understand that I am still able to receive my 2 weeks (10 working days) of holiday for each year, but I will receive no further payment at that time. I must take my vacation time no later than 10 months after my entitlement year, pursuant to Sec 17.(35) of the ESA, 2000. You begin earning vacation time from your first day of work. You must earn your vacation before taking it. Each month worked is worth .8th of a day. Any time booked off is considered a vacation day. Vacations are limited to a maximum of 2 weeks during June, July and August. No Vacation is permitted to be taken from December 1st until January 6th.

# OR

I would like to accrue my vacation pay. I understand that I have the option of receiving the lump sum of what I have accrued to date when I take my holidays (providing 2 weeks’ notice) or alternatively on your December 7th paycheque if not taken out sooner. Written Notice of 2 weeks must be provided to your HR Manager. I understand that I am still able to receive my 2 weeks (10 working days) of holiday for each year. I must take my vacation time no later than 10 months after my entitlement year, pursuant to Sec 17.(35) of the ESA, 2000. You begin earning vacation time from your first day of work. You must earn your vacation before taking it. Each month worked is worth .8th of a day. Any time booked off is considered a vacation day. Vacations are limited to a maximum of 2 weeks during June, July and August. No Vacation is permitted to be taken from December 1st until January 6th.