# VACATION TIME AGREEMENT

# *PURSUANT TO SEC 35 OF THE EMPLOYMENT STANDARDS ACT, 2000*

I understand that I am able to receive my 2 weeks (10 working days) of vacation time for each year. This is separate from Vacation Pay. In order to take longer vacation time you must complete your years of service as follows:

**Employment Vacation**

**1 to 5 years 10 vacation days**

**Completion of 5 years 15 vacation days**

I must take my vacation time no later than 10 months after my entitlement year, pursuant to Sec. 35 of the ESA, 2000. You begin earning vacation time from your first day of work. You must earn your vacation before taking it.

It is important that you provide, at minimum, 15 days’ notice for your vacation request. All requests must be in writing on the Absence Request Form. Your Manager will need to balance staffing levels and fairness to all team members before granting the request. It is based on a first-come, first-served basis.

Each month worked is worth .8th of a day. Any time booked off is considered a vacation day. In order to accommodate the requests of all employees, the maximum amount of time you can take off at once from July 1st until September 6th is 10 working days.  No Vacation is permitted to be taken from December 1st until January 6th.