

	Title: Employee Handbook	Page: 1 of 1
	Section: 2.2.0 Payroll	Date: January 31, 2017
	Policy: 2.2.6 Time Off	Replaces: May 9, 2014

- 2.2.6.1 Full-time employees or contractor, who have completed one (1) year of continual full-time service, shall be entitled to one (1) week annual vacation with pay. After completing three (3) years of continual full-time service, shall be entitled to two (2) weeks annual vacation with pay. The vacation time cannot be rolled over to the next year (all vacation time expires December 31)
- 2.2.6.2 Employees are required to give at least 1-month notice of their intention to take holiday time off.
- 2.2.6.3 A Statutory holiday does not count as a vacation day if it falls within the employee's vacation period. The Team Member will not receive time and half pay while on vacation.
- 2.2.6.4 Non-emergency medical and dental appointments are to be scheduled, if possible, outside of working hours. If the Team Member previously confirms the shift and cancels less than 24 hours for a Doctor Appointment they will be marked as Unexcused and could be at risk for termination.
- 2.2.6.5 All employees must submit a Vacation Request to their Supervisor for approval 30 days prior.
- 2.2.6.6 Employees that are requesting Personal Leave may use Vacation Time. A Vacation Requests form must be approved by your Supervisor prior to the scheduled day off.
- 2.2.6.6.1 Otherwise the leave will be unpaid leave and/or recorded as attendance violation.
- 2.2.6.6.2 Employee are not authorized to back date for Vacation Leave after the scheduled date has passed.
- 2.2.6.7 Pregnancy & Parental leave will be granted in accordance with the provisions of the Employment Standards Act.
- (i) An employee shall give written notification at least two (2) weeks in advance of the date of commencement of such leave and the expected date of return.
- (ii) *The employee shall reconfirm her/his intention to return to work by written notification received by the company at least two (2) weeks in advance thereof. Four (4) weeks if on an earlier date than (i).*

Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel
Reviewed by Executive Board and approved by the Board 1/31/17
Reviewed by Compliance Officer and approved 1/25/17
All previous versions are obsolete