**Policy Regarding Vacation Time Off**

**Accumulation of Vacation Leave Credits**

The table below shows the number of weeks of vacation to which each employee is entitled, as determined by his/her number of years of service with the company. *(This is the minimum according to the* QuebecAct respecting Labour Standards (LSA)*. As of January 1, 2019, employees with three or more years of uninterrupted service will be entitled to three weeks of vacation and a 6% indemnity.)*

|  |  |  |
| --- | --- | --- |
| **Number of years of uninterrupted service** | **Vacation** | **Indemnity** |
| Less than 1 year | 1 day per full month of uninterrupted service without exceeding 2 weeks | 4% |
| 1 year to less than 5 years | 2 weeks | 4% |
| 5 years and over | 3 weeks | 6% |

**Additional Vacation Leave**

An employee who is entitled to two weeks of vacation may request an additional week at his/her own expense. *(This is an employee right under the LSA.)*

**Reference Year**

The reference year used to calculate vacations extends from May 1 to April 30. *(This is the default reference year set by the LSA. You may establish your own reference year for your company.)*

**Taking Your Vacation**

You are required to take your vacation during the reference year following the year in which you accumulated your vacation credits. The company does not allow employees to take early or deferred vacations. *(You could agree to allow an employee to take his/her vacation early but this is not a requirement. It is possible to defer a vacation but only in very specific situations as stipulated by the* [*Act respecting Labour Standards*](https://www.cnt.gouv.qc.ca/en/leaves-and-absences/vacation/index.html)*.)*

You are required to take your vacation and cannot receive pay in lieu of vacation.

**Vacation Requests**

Employees wishing to take their vacation must submit a written request to their supervisor at least X weeks in advance. *(See the sample Vacation Request Form below.)* While we will try to accommodate all employees’ preferences, the scheduling of vacations is based on the company’s business needs.

Vacation requests must be received no later than Date. We reserve the right to determine your vacation dates for you if we do not receive your request in time. In such a case, you will be advised of your vacation dates at least four (4) weeks in advance. *(This is the minimum according to the LSA.)*

If you have any questions about this policy, please contact Name at telephone number.

Thank you for your cooperation.

Name, title and signature

**Vacation Request Form**

**Name of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**

Details of request:

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of work days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Space reserved for supervisor** |
| The vacation request is:  Approved: □ Denied: □ |

Name of supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_