



Acres Days Policy

Purpose

- The purpose of this policy is to set clear guidelines for employees in terms of eligibility, rules, and scheduling of Acres Days.

Scope

- This policy applies to all employees of Acres Enterprises Ltd.

Policy

- Due to the seasonal nature of the construction season, the Employer offers Acres Days to allow eligible employees paid time with their families.

Eligibility

To qualify for Acres Days, the employee must:

- Have passed their probationary period with Acres, if personnel quit or have left prior to probationary period amount will be clawed back.
- be considered a full-time employee (personnel who works at minimum 40 hours per week)
- Field Staff have not taken vacation or shown repetitive absenteeism exceeding **combined 5 days** in total during that years' construction season (March 1 – October 31).
 - If you have exceeded **combined 5 days** of vacation or repetitive absenteeism between March 1st – October 31st, Acres days will be clawed back.
- Office Staff: have not taken vacation or leave (which is not protected under relevant legislation, ie. jury duty) or shown repetitive absenteeism exceeding **combined 10 days** in total during that years' construction season (March 1 – October 31).
 - If you are ineligible for Acres Days, if you have exceeded **combined 10 days** of vacation or repetitive absenteeism between March 1st – October 31st, or you become ineligible after Acres days have been given, then a vacation day will be used in lieu unless employee specified an unpaid day.

Procedure

- Scheduling of Acres Days will be communicated each December on the payroll calendar.
- Dependent on project requirements, the Acres Days are 1 additional day off **with pay** on two designated long weekends in the Summer. (Total of 2 paid days off)
- All Acres offices will be closed for a designated week during the winter holiday break. Office personnel can either choose to use their vacation pay or be off without pay during the holiday break office closure.

- If personnel do not qualify for the Acres Days, they will be given the days off without pay.