



## Vacation Policy

### Purpose

The purpose of this policy is to set clear guidelines for employees in terms of requesting and utilizing vacation allotment.

### Scope

This policy applies to all employees of Acres Enterprises Ltd.

### Policy

Acres believes that vacation time is both healthy for employees and beneficial for the organization, therefore eligible employees must use their earned vacation. Employees are encouraged to book their vacation early to avoid scheduling conflicts with other staff that may prohibit the vacation request from being approved.

To limit Acres liability, salary employees that do not book their vacation will have it booked for them by the Department Director in minimum one week increments unless otherwise agreed to. Un-used vacation will not be paid out.

#### *Hourly Employees*

Hourly employees will receive bi-weekly vacation pay and are entitled to schedule annual unpaid vacation as follows:

Years of Employment	Bi-weekly Vacation Pay	Annual Vacation
<b>1 - 5 years</b>	4%	2 weeks
<b>After 5 years</b>	6%	3 weeks

#### *Salary Employees*

Unless otherwise defined in their employment agreement, salary employees will accrue vacation pay to be paid in lieu of regular wages for approved vacation:

Years of Employment	Vacation Pay Accrual	Annual Vacation
<b>1 - 5 years</b>	4%	2 weeks
<b>After 5 years</b>	6%	3 weeks

#### *Vacation Requests*

All employees are required to submit vacation requests in writing. It is encouraged that employees book their vacation as far in advance as possible for department planning purposes. Vacation requests will be approved and processed in the order received. Only under exceptional circumstances will vacation be approved with less than 2 weeks' notice.

While employees are entitled to take vacation, it may be difficult to accommodate within the construction season (March 1 – October 31) therefore employees are encouraged to take their vacation November 1 – February 28. Also see Acres Days Policy.

It is encouraged that hours requested do not exceed the hours accrued. If employees sign off agreement to payback un-accrued balance, management **may** approve up to 5 days in advance of accrual.

### *Hourly Field Employee Vacation Request Form*

Hourly field employees must have Site Supervisor and Project Manager approval (sections 1-3).

### *Supervisors, Office and Salary Employee Vacation Request Form*

Hourly Supervisors must have Project Manager and Director approval (sections 1 – 9)  
Office and Salary Supervisors must have Director(s) approval (sections 1 – 9) and Vice President, Operations (section 10) for Director vacation approval. When submitting the Vacation Request Form for approval, the employee must also submit a meeting request to [vacation@acresenterprises.com](mailto:vacation@acresenterprises.com) and the backup employee with the title “employee name” – vacation / back up - “employee – back up” (ie. Angela – vacation / Ann Mary – backup) for department coverage planning. Upon receipt of the approved form, payroll will accept the meeting request and the vacation / back up calendar will be blocked accordingly.

All Project Managers, Project Coordinators and Salary Supervisors must record their vacation time taken in Heavy Job to their department's administration job and vacation cost code.

#### Administration Jobs

- 99-0-10 Civil department
- 99-0-20 General department
- 99-0-30 Industrial department

#### Vacation Cost Code

- 7010.0040000 Vacation
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For the purposes of coverage – Directors must provide Director level back-up and no two Operational (General, Industrial, Civil) or Corporate (Corporate Services, Strategic Growth, Development Services) Directors will have overlapping vacation approved.

### *Re-scheduling / Cancelling Vacation Days*

Employees requiring cancellation of approved vacation must send a meeting cancellation to [vacation@acresenterprises.com](mailto:vacation@acresenterprises.com) to update the vacation calendar and e-mail their Director notifying the scheduled vacation dates being cancelled. New dates must be processed as a new vacation request.

### *Vacation Carry-Over (Salary only)*

To ensure proper rest and time away from work is taken each year, employees shall limit their vacation balance on February 28 to their annual vacation allotment.

Under exceptional circumstances, employees may request a carry-over of no more than 1 week in addition to their annual allotment (i.e., a family reunion out of the country). Vacation carry-over should not be expected or requested on a regular basis. Any carry over for the prior year must be taken within the current year.

### *Termination of Employment:*

In the event of termination of employment, an employee will receive remaining vacation pay accrued to the date of termination on the final pay cheque.

Should a salary employee end their employment relationship with Acres Enterprises after the annual vacation allotment has been used prior to being fully earned, the employee will be required to repay this amount via payroll deduction or other means. Employees are required to agree to this when requesting vacation time.