



PROFESSIONAL CONSTRUCTORS

## 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 Family Days to allow eligible employees paid time with their families.

### Eligibility

To qualify for Acres Family Days, the employee must:

- have a minimum of one season (March 1 – October 31) of employment with Acres
- be considered a full time employee
- FIELD: have not taken vacation or leave (which is not protected under relevant legislation, ie. jury duty) or shown repetitive absenteeism exceeding a **combined 5 days** in total during the current construction season (March 1 – October 31).
- OFFICE: 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).

For those who do not qualify, this will be a regular work day.

### Procedure

Scheduling of Acres Family Days (Hourly and Salary) will be communicated each December on the payroll calendar.

#### *Field Employees*

Dependent on project requirements, the Acres Field Family Days are 1 additional day off **with pay** on both the July and August long weekends.

If either or both of the Acres Family Days are paid before the employee takes vacation or leave exceeding a combined 5 days during the current construction season, the repayment for Acres Family Days will be deducted from the employees pay.

#### *Office Employees*

The Acres Office Family Days are 2 additional days off **with pay** over the Christmas Break.