



Procedure Statement:

This is a procedure for vacation pay and Christmas Leave earned during an employee’s period of employment.

Definitions:

Christmas Leave – 5 work days that have been earned during the period December 01 to November 30 that is taken at a set period of time in December and January.

Hourly Paid Employee – an employee paid only for the time they work.

Regular Employee - an employee who has been recommended for regular employee status in his/her probationary review. The employee is hired for an indefinite period of time.

Vacation Pay – a percentage of the employee’s wages during the year of employment in respect to which the employee is entitled to the vacation.

Vacation Time – a period of time that an employee spends away from The Flower Cart in which the employer agrees to pay their regular salary/wages.

Work Day – any day of work scheduled by the employer regardless of the number of hours worked in that day. A work day includes any day of work, a day of vacation, a day off utilizing accumulated time, a Paid Holiday, Christmas Leave, and any other day that is paid, e.g. training, reassignment to home due to an emergency. The following are not work days; Paid Time Off, time on Supplemental Unemployment Benefits (SUB), and any unpaid day of leave, including time away from work as a result of a WCB claim.

Procedure:

a) *Regular Vacation Time*

Regular vacation for those employees who work 40 hours per week is earned at the rate of 10 hours per month, accumulative to 120 hours or 15 work days. After 60 months of employment, regular vacation is earned at the rate of 13.34 hours per month, accumulative to 160 hours or 20 work days. The hours will be pro-rated for those who do not work 40 hours per week.

Regular vacation is calculated from April 1 to March 31, inclusive. Regular vacation is earned in one twelve month period and taken in the next twelve month period.

If, at the end of a regular vacation year, an employee’s benefit includes a fraction of less or more than fifteen minutes, the benefit is increased or decreased to the nearest fifteen minutes.

Employees inform their supervisor of their vacation preferences for the period June to September in writing by March 31.

Approval of regular vacation requests is subject to the operational requirements of the employer; the supervisor makes every reasonable effort to ensure that an employee’s written request for vacation is approved.

It is a legal obligation of the employer to compensate an employee upon his/her discontinuance of employment for vacation to which he/she is entitled.

No vacation is carried from one vacation year to another, except at the convenience of the employer. Maximum “carry over” is five working days, upon authorization of the Executive Director prior to April 1 of each year. Any amount over five (5)



working days will be paid out to the employee at the end of the fiscal year (March). Every effort needs to be made by the employee and their supervisor to use their Vacation time before the end of the fiscal year.

Payment in lieu of regular vacation during the period of employment is not permitted, the exception being when approval from the Executive Director has been given to employees who have more than five (5) working days at the end of the fiscal year.

For the employee illness during regular vacation a doctor's certificate is required. Three days is the minimum vacation that can be reinstated in the case of employee illness during vacation. The doctor's certificate must be presented to the employer within one week of returning to work from regular vacation.

For bereavement leave during regular vacation a copy of the family member's death certificate or obituary is required. Three days is the maximum that can be reinstated in the case of bereavement during vacation. The death certificate or obituary must be presented to the employer within one week of returning to work from regular vacation.

b) Christmas Leave

Christmas Leave for those employees who work 40 hours per week is earned at the rate of 3.33 hours per month, accumulative to 40 hours or 5 work days. The hours will be pro-rated for those employees who work less than 40 hours per week.

The Christmas Leave is calculated from December 1 to November 30, inclusive. Christmas Leave is earned in one twelve month period and taken in the next twelve month period.

If, at the end of a Christmas Leave year, an employee's Christmas Leave includes a fraction of less or more than fifteen minutes, the Leave is increased or decreased to the nearest fifteen minutes.

Christmas Leave must be taken during the Christmas Leave period.

An employee with less than five days Christmas Leave must use Regular Vacation earned or Accumulated Time for Christmas Leave, or they have the option to work if there is work available.

It is the legal obligation of the employer to compensate an employee upon his/her discontinuance of employment for Christmas Leave to which he/she is entitled to.

If an employee is required to work during the Christmas Leave period the employee is compensated with Accumulated Time.

Payment in lieu of Christmas Leave during the period of employment is not permitted.

For employee illness during Christmas Leave a doctor's certificate is required. Three days is the minimum leave that can be reinstated in the case of employee illness during Christmas Leave. The doctor's certificate must be presented to the employer within one week of returning to work from Christmas Leave.

For bereavement leave during Christmas Leave a copy of the family member's death certificate or obituary is required. Three days is the maximum that can be reinstated in the case of bereavement during Christmas Leave. The death certificate or obituary must be presented to the employer within one week of returning to work from Christmas Leave.

Related Information:

305 Accumulated Time



362 Paid Time Off

Contact:

HR Department

Roles and Responsibilities:

Employee

- to request their vacation time before March 31
- for notifying supervisor of any changes to vacation requests
- for requesting carry over of up to 5 days vacation to the Executive Director with valid reason

Supervisor

- for scheduling the vacation in their department that ensure the workload is covered
- for notifying HR of any changes made

Executive Director

- for approving carry over of vacation time

Human Resources Department

- for administration of vacation
- for maintaining procedure

Revision History:

December 2002, July 2004, December 2005, March 2009, September 2010, November 2012, December 2013, August 2016, February 2018, November 2019