

Ingersoll Support Services Inc.

Policy: Vacation/Statutory Holidays

Policy # HR 11

Section: Human Resources

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *May 2012*

Review Date: September 26 2017

Ministry requirement - no

Ingersoll Support Services recognizes 11 statutory holidays.

Procedure:

Statutory Holidays

1. Statutory holidays recognized by Ingersoll Support Services are:
 - New Year's Day
 - Family Day
 - Good Friday
 - Easter Sunday
 - Victoria Day
 - Canada Day
 - Civic Holiday
 - Labor Day
 - Thanksgiving Day
 - Christmas Day
 - Boxing Day
2. In addition Ingersoll Support Services provides one personal day to each full time employee. The employee will designate the personal day and obtain prior approval from the supervisor. The personal day will be calculated according to the number of hours worked in the four weeks prior to using the personal day.
3. Employees who are required to work a statutory holiday, and who meet the requirements of the Employment Standards Act shall receive pay at one and one half times their regular rate of pay.
4. Employees who meet the requirements set out in the Employment Standards Act will be paid statutory holiday pay based on their regularly scheduled hours.
5. Statutory holiday pay must be used within 30 days. If an employee does not make the request within the 30 days it will be automatically paid out.

Vacation Time

1. Employees will be notified of vacation time entitlement by April 1st of each year.
2. Employees will not be required to wait for their anniversary date within the current fiscal year to begin using their vacation time entitlement.
3. Vacation time may not carry over from one year to the next without written approval by the Executive Director.
4. The following vacation time entitlement shall be allowed in each fiscal year (April 1 to March 31) based on regularly scheduled hours.
 - After the completion of one year of continuous employment 2 weeks.
 - After the completion of two years of continuous employment 3 weeks.
 - After the completion of six years of continuous employment 4 weeks.
 - After the completion of eleven years of continuous employment 5 weeks.
5. Employees are required to be away from work on vacation for a minimum of 2 weeks out of every year. As per Employment Standards one of the two weeks must be a consecutive work week; the other may be taken as a week or individual days. Employees are encouraged to utilize their vacation time and should take all the time they are eligible for.

Vacation Time Requests

1. Vacation requests must be submitted by April 15th of each year to the employee's immediate supervisor for final approval by April 30th.
2. After April 30 vacation schedules are assigned on first come, first serve basis.
3. When two or more employees request the same vacation period, length of service will determine which employee will be granted the request.
4. Employees failing to submit at least the minimum vacation time request by October 31 will be scheduled off on vacation, prior to the fiscal year end.

Vacation Pay

1. Employees will earn vacation pay in the following increments:
 - From date of hire: 4%.

- After the completion of two years of continuous employment: 6%.
 - After the completion of six years of continuous employment: 8%.
 - After the completion of eleven years of continuous employment: 10%.
2. Vacation pay will be accrued in a vacation payable account on behalf of the employee, unless they request in writing that it be paid out on every pay.
 3. An employee may request money from their vacation payable account at any time during the year based on their entitlement. One of the requests must coincide with meeting Employment Standards Act of taking one full consecutive week of vacation time off.
 4. Employees whose employment ceases will be paid any remaining accumulated vacation pay.
 5. Within 30 days of each fiscal year any vacation pay accrued that exceeds an amount equal to one year of entitlement will be automatically paid out to employees from their vacation accrual account.