

17. **Annual Vacations**

(a) Eligibility

Employees will be eligible to take vacations six months after the expiration of the probationary period, as approved by the supervisor. Employees shall be granted vacation leave with pay as follows:

	Basic rate	Duration of paid vacation
First (1 <sup>st</sup> ) year	4%	2 weeks
Second (2 <sup>nd</sup> ) year	6%	3 weeks
Third (3 <sup>rd</sup> ) year	6%	3 weeks
Fourth (4 <sup>th</sup> ) year	8%	4 weeks
Fifth (5 <sup>th</sup> ) year	8%	4 weeks
Sixth (6 <sup>th</sup> ) year and beyond	10%	5 weeks

(b) Procedure for requesting vacation

Requests for annual vacations shall be submitted by March 31 for the next annual vacation cycle (April 1 – March 31). The procedure is as follows:

1. Login to Sharevision.
2. On the side navigation bar, click on My Time Off Requests.
3. Scroll down to 'Add new event' to start a new entry.
4. Complete the entry, and click 'ok' to finalize.

The approval status will display as 'Pending' until the supervisor approves the request.

(c) Approval

All scheduled vacation must be approved by the employee's immediate supervisor. Vacation requests received before March 31<sup>st</sup> will be approved giving priority to the employees with greater seniority. Requests made after March 31<sup>st</sup> will be subject to approval by the supervisor.

(d) Vacation payout

For the employee's convenience, accumulated vacation pay can be requested to be paid out up to 7 days prior to vacation time taken, or alternatively it can be applied to the days that would normally be worked in the pay period and paid on the regular scheduled payroll.

(e) Mandatory vacation time off

Permanent employees will be expected to take a minimum of two weeks off each year, unless otherwise approved by Human Resources.