

Vacation Policy Template

- Policy Statement Guidelines for employees
- Vacation time and pay chart
- Qualifying for vacation time
- Maternity/Parental leaves
- Holidays and sick leaves
- Scheduling vacations
- Carrying over vacation time
- Paying out vacation time

VACATIONS

[Organization Name] values personal time off for employees and thus encourages employees to take advantage of accrued paid vacation time for rest, relaxation, and personal endeavours. As such, this policy aims to define the standards, guidelines, and procedures that apply to all employees' paid vacation time.

POLICY

All employees are encouraged to take advantage of their vacation time to the fullest extent possible each year.

- Generally, employees are entitled to at least two weeks of vacation after each of the first four years of their employment. After completing 5 years of work at [Organization Name], employees can receive a minimum of 3 weeks of vacation.
- Vacation Pay entitlement is determined by years of completed service, as follows:

Years of Service	Vacation Eligibility	Vacation Pay (% of gross pay)
1-5 years	2 weeks	4%
After the 5th year	3 weeks	6%



EDITABLE FORMAT



NOT FOR EMPLOYEES



NO CC REQUIRED

Vacation Policy Template

ML Morrison



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