

POLICY MANUAL



SECTION: Human Resources

INDEX: HR-B-50

SUBJECT: Vacation Policy

Effective Date: November 2018

Replaces Date:

APPROVED BY: Director, Human Resources

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Scope

This policy applies to all permanent full time salaried employees eligible for vacation time.

Purpose

Horizon Plastics understands the importance of personal time off for employees. Employees are encouraged to use their paid vacation entitlement for rest and relaxation. As such, this policy is to explain the standards and procedures for paid vacation time for salaried staff members.

Policy

1) Employees with less than 1 year of service will be granted vacation on a pro rated basis for each completed month of service.

2) As of January 1st of each calendar year, employees with 1 or more years of service will be granted vacation every calendar year according to the following schedule.

Length of Service	Time Allowed	Accrual Schedule
One (1) year, but less than five (5) years	Two (2) weeks	.83 days per month
Five(5) years, but less than ten (10) years	Three (3) weeks	1.25 days per month
Ten(10) years, but less than fifteen (15) years	Four (4) weeks	1.67 days per month
Fifteen (15) years, but less than twenty five(25)	Five (5) weeks	2.08 days per month

**Exceptions may be made upon hire, given candidate’s industry experience, or grandfathering existing terms and conditions.

3) The vacation year spans a calendar year running from January 1 to December 31st. Should an employee request to take a longer period of their annual vacation entitlement before full accrual, approval will be at the discretion of their manager and the HR Director.

4) After working the calendar year following the anniversary year of service, the employee would be eligible for the increased vacation time and accrual schedule.

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5) In cases where an employee is approved to take their vacation prior to it being accrued, upon termination from the company, monies will be deducted for the final pay earnings.

6) Vacation time must be taken in its entirety within the vacation year in which it was accrued. However, should there be extenuating circumstances or business needs, with the approval of the Department Manager and HR, an employee may carry forward one (1) week of vacation to the following year provided it is taken by March 31st.

7) Vacation **will not** be paid out for Salary employees, vacation entitlement must be taken as time off.

8) Vacation scheduling is the responsibility of the Department Manager, who will ensure that all employees are given their full vacation entitlement, while taking into account the efficiency of the department and needs of the business.

9) Employees are required to submit a Vacation request form at least 4 weeks in advance to their Manager. A copy of the completed and approved forms must then go to payroll/HR, and the Manager will retain a copy for their own records.

10) Any conflict in vacation requests between employees will be decided by the Manager, based on company needs and sound judgement. The company reserves the right to reject or reschedule vacation requests.

11) If an employee's services are terminated, compensation will be paid in lieu of vacation time accrued but not taken, according to applicable employment laws.

12) Statutory holidays falling within a vacation period will not be charged against vacation time.

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