

Model Policy on Paid Vacation (British Columbia)

Here's a paid vacation policy you can use if you're subject to the BC Employment Standards Act ("ESA") and associated regulations. This policy is a vanilla, simple template designed to ensure compliance with the vacation pay requirements of the law. It represents a minimum standard and you'll need to adapt it if you provide more generous vacation benefits than the law requires.

HR managers in any part of the country can adapt this Model Policy for use at their own workplace.

PAID VACATION POLICY

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ABC COMPANY PAID VACATION POLICY

Entitlement: Employees will be granted an annual vacation of:

- At least 2 weeks after 12 consecutive months of employment; or
- At least 3 weeks after 5 consecutive years of employment.

Employees must take annual vacation within 12 months after completing the year of employment entitling them to the vacation. Employees may take their annual vacation in periods of 1 or more weeks. Statutory holidays that occur while the employee is on annual vacation do not count as vacation time.

Vacation Pay: Employees are entitled to the following amount of vacation pay:

- After 5 calendar days of employment, at least 4% of the employee's total wages during the year of employment entitling the employee to the vacation pay;
- After 5 consecutive years of employment, at least 6% of the employee's total wages during the year of employment entitling the employee to the vacation pay.

Vacation pay will be paid to employees:

- At least 7 days before the start of the employee's annual vacation; or
- According to ABC Company's scheduled paydays if agreed to in writing by ABC Company and the employee or required by a collective agreement.