

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 Program Manager.

Requests for annual vacations shall be submitted to Human Resources no later than March 31 for the current calendar year. Human Resources will review each request and send written confirmation to employees no later than April 30. Requests made after March 31 will be subject to approval by the Program Manager.

All 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) **Approval**

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

(c) **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.

(d) **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.