

Vacation Policy

Revised: December 2011

Effective date: January 1, 2012

Supersedes: Vacation Policy updated January 2007

PURPOSE

Community First Developments Inc and ComField Management Services Inc. recognizes how important it is to balance work and personal life. Taking time off for vacation is mutually beneficial to the organization and to its employees. Employees need an opportunity to relax and rejuvenate in order to be productive in the workplace.

SCOPE & APPLICATION

This policy applies to all regular full-time employees. Part-time employees are eligible on a pro-rated basis.

Employees begin accruing vacation from their date of hire and are eligible to take accrued vacation after six (6) months of employment.

Vacation accrual will be pro-rated based on hours worked. Vacation may be taken in half-day increments at a minimum, and in two week increments at a maximum.

POLICY:

The vacation entitlement year is a recurring 12-month period beginning on the date of hire.

Vacation is earned and calculated based on the time worked in the vacation year.

Employees are required to take their vacation in the applicable year. With management approval, employees may defer up to 50% of eligible vacation days. Deferral requests must be approved in writing and signed by the employee's manager and the HR Manager to ensure deferral days will not be lost. Deferred vacation days must be used within the first 10 months of the following calendar year. Any unused and non deferred vacation will be forfeited. Management reserves the right to schedule your deferred vacation within the 10 month period if needed.

Unless approved by the Senior Manager and the Human Resources Manager, vacations may not be taken until completion of 6 month probationary period and then only to the extent earned.

Employees must request vacation in advance and must understand and comply with any administrative processes for requesting and tracking vacation that management has put in place for the company and or their location as applicable.

Both the employee's Senior Manager and the H.R. manager must approve all vacation requests in advance and both will do their best to approve vacation time as requested. However this approval will be subject to company priorities, site requirements, past history, personal circumstances, competing requests and coverage availability. Should the request be declined, the manager and the employee will work together to determine a mutually agreed time. Employees may only use vacation time up to their earned balance. Earned balance can be found on employee pay stub.

When a statutory holiday falls during scheduled vacation, it is not counted as a vacation day.

Vacation pay will not continue to accrue during a leave of absence including but not limited to, medical leave, maternity leave, parental leave, short term or long term disability.

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Should a termination transpire and the employee has taken more than their earned vacation entitlement appropriate pay adjustments will be made on the final pay.

Vacation accruals for regular full-time employees are calculated based on the schedule below:

Minimum Required Length of Service	Vacation Schedule (annual)
Less than 6 months service	Nil (4% Pay accruing)
Completion of 6 months service, less than 1 year	5 days (4% Pay)
Completion of 1 year service	10 days (4% Pay)
Completion of 5 years service	15 days (6% Pay)

RESPONSIBILITIES:**Employee Responsibility:**

- Employees must request vacation in advance and must understand and comply with any administrative processes for requesting and tracking vacation that management has put in place for the company and or their location as applicable.
- Submit a written request to the manager using the 'Vacation Request Form'
- Keep track of vacation records of time taken or money paid.
- Ensure all essential information is turned over to the covering employee.

Immediate Supervisor and/or Manager Responsibilities:

- Review and approve the vacation request.
- Approve or decline the vacation request.
- Seek advice from Human Resources where appropriate for approvals and coverage.
- Provide signed Vacation Relief document to Human Resources for the employee file.
- Review and recommend vacation coverage.

Human Resources Responsibilities:

- Provide consistency in policy/procedure in administering vacation leaves and payments.
- Approve or decline the vacation request.
- Provide advice/assistance in assessing vacation time suitability and approvals.
- Provide advice/support for onsite coverage where applicable.
- Keep vacation records

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- Assist the supervisor and/ or Manager with arranging vacation coverage.

DISTRIBUTION

All employees will have access to a copy of this policy through the company website via staff login. Employees without internet access can request a copy through their supervisor and or/ manager.

REVIEW AND REVISION

The Company reserves the right to rescind and/or amend this and all Company policies, at any time.