



Building Healthy Minds and Bodies since 1977

4.32 VACATION POLICY

PURPOSE

To ensure Okanagan Gymnastics Centre (OGC) employees are given an annual vacation with pay.

POLICY

Vacation time will be granted to eligible regular full-time employees on salary, based on their length of employment.

Part time employees receive vacation pay based on their length of employment. This will be paid out on their bi-weekly pay cheques.

PROCEDURE

All employees will schedule their vacation time by submitting a Vacation Request form for approval to their direct supervisor.

A new employee will be entitled to take their vacation after their probation period has passed. Vacation time will be what has been accrued to date. Vacations that have been scheduled prior to hire and will be unpaid.

Employees who are employed for five (5) calendar days or less are not entitled to be paid annual vacation pay in accordance with provincial legislation.

Vacation entitlement and pay must be earned before it can be taken.

OGC has the right to refuse an employee's request for vacation time where it conflicts with the needs of the organization. In the case where a mutually acceptable time cannot be agreed upon, OGC can decide when the vacation will be taken.

An employee who ceases to be employed at OGC will be paid out according to the Employment Standards Act.

APPROVED BY OGC BOARD OF DIRECTORS JANUARY 24, 2018