

**Strathcona Hotel**

**Policies & Procedures**

**Subject:** Annual Vacation – Hourly Paid Employees

**Effective Date:** June 19, 2007

**Policy:**

The employees of Strathcona Hotel are hired with the expectation of performing designated job duties and responsibilities, all in the interest of providing guest experiences that exceeds their expectations. The work, while rewarding can be both physically and mentally demanding.

As such, the Strathcona Hotel’s view on taking annual holidays is that holidays are earned and an employee right. A vacation affords the employee the opportunity to refresh and rejuvenate. The following policy provides a consistent approach to employee vacations.

**Procedure:**

1. Every employee is entitled to paid vacation time off, earned on an accrued basis over the course of the year.
2. The accrual amount is based on the tenure of the employee and the agreement governing employee vacation entitlements.
3. Vacation time must be requested in writing (using an action form) by each employee to the Department Manager no later than 30 days prior to requested time off.
4. Vacation requests must be responded to by the Department Manager within 2 weeks of the request, or as soon as business levels allow on requests less than 30 days prior to vacation dates.
5. Vacation may be requested and approved based on the time of year and the ability to meet the demands of the operation. Vacation schedules, once approved shall not be changed, other than in cases of emergency, except by mutual agreement between the employee and the employer. Vacations during peak seasons is very limited and will be approved on a first come first basis .(varies for each department)
6. If an employee has not booked vacation time by the end of the December after the year in which it was earned, the employee must take it before the end of the following March otherwise the vacation will be forfeited.
7. Except in the case of undue personal hardship, vacation pay will not be paid out separate and apart from being owed for the purposes of covering a booked vacation.