

**Strathcona Hotel**

**Policies & Procedures**

**Subject:** Annual Vacation – Salaried, and Management Employee.

**Effective Date:** June 21, 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 exceed their expectation. The work, while rewarding can be both physically and mentally demanding. It is essential that our people take time to refresh, recharge and rejuvenate themselves.

A well managed work schedule and appropriately timed vacations allow the opportunity for this rejuvenation to take place.

Effective immediately employees may carry over a maximum of 1 week into the following vacation year. This carry-over is in addition to the current year accrual, in other words, the balance at the end of December of any year may be the annual accrual plus 1 week. The vacation year will be calculated on a calendar year basis with the end of March as the cut off for accrued vacations to be taken by.

It is the responsibility of the individuals and their respective Managers to ensure that no accrued vacation time is carried over beyond the guidelines set out above.

In the event that an employee has not taken their accrued vacation time as above, the accrued time beyond the guidelines will be paid out in cash if not used before the end of March of the following year.

Vacation time, accruals and carry-over referred to in this policy apply on a calendar year basis.

All exceptions to this policy must be approved in advance by the owners.

**Procedure:**

1. Every employee is entitled to paid vacation time off, earned on an accrued basis over the course of the year.
2. Vacation time is to be requested in writing by each employee to their respective Manager and or owners. Vacation time is not approved until confirmed in writing.
3. Vacation time may be requested at any time during the year; the approval of requests will be made based on operational demands.
4. A vacation request will be approved or denied within 1 week of the request.
5. Approved vacation time may not be cancelled by the Employee or the Employer except in emergency situations or as mutually agreed by the Employee and Employer.