



**POLICY 5.4**  
**VACATION BOOKING PROCEDURE**

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Department: Personnel

Date Approved: April 19, 2013

Rescinds:

Board Res. No: 063/04/19/13

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**PURPOSE:**

So that vacation schedules are determined in a fair manner with minimal disruption to the operations of the Company.

So that the employer does not pay the extra costs associated with vacation time being paid out as opposed to being time taken away from work.

**POLICY:**

All employees must take their annual vacation days. All employees are to submit their annual vacation requests to their immediate Supervisor by March 1.

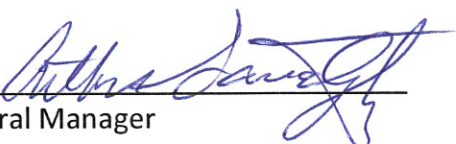
All employees are eligible to carry over 5 days holidays from the previous year, upon the approval of their Supervisor.

Department Supervisors are to ensure that there are minimal disruptions to their department's service level when considering vacation requests.

**PROCEDURE:**

1. Vacation request are requested from all employees by March 1.
2. Vacation request are submitted in writing to Supervisors by March 1.
3. The Department Supervisor will schedule and approve vacation requests according to Seniority.
4. Any employee that does not submit their request by March 1 will not be guaranteed to have their request granted.
5. Any employee that does not submit a request will have their vacation days scheduled for them by their Supervisor before the year end.

  
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Chairman

  
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General Manager