

## Vacation Benefits: Temporary (TM) Store Support Colleagues

### Annual entitlement

TM (fixed term) colleagues (including summer students and co-op students) are eligible for up to a maximum of **10** vacation days in each calendar year; **15** days if they work in Saskatchewan.

### Accrual

The Company's vacation reference year is January 1 to December 31. TM colleagues will accrue vacation benefits at a rate of **.83** credits (1.25 in SK) for each calendar month in which they are actively employed for at least 16 days. Where applicable, *total annual credits* are rounded up to the next half day. For example, if pro-rated annual entitlement is

- 4.15 days ... then round up to 4.5 days
- 5.81 days ... then round up to 6 days

### Example Scenarios

1. A summer student hired for a fixed term commencing June 5, 2017 to September 1, 2017, will earn vacation credits as follows:  $.83 \times 3 \text{ months (June to August)} = 2.49$  credits. Rounded-up, this colleague is eligible for 2.5 paid vacation days.
2. A TM colleague hired for a fixed term commencing June 5, 2017 to June 4, 2018. Vacation credits for this colleague will accrue separately in each calendar year, as follows:  
**2017:**  $.83 \times 7 \text{ months (June to December)} = 5.81$  credits, rounded up to 6 days  
**2018:**  $.83 \times 5 \text{ months (January to May)} = 4.15$  credits, rounded up to 4.5 days

### Vacation Time Off

Colleagues may submit vacation time off requests in whole or half day increments using the Time Off worklet in Workday. Rounding *will not* be captured in Workday. This means that if a colleague's annual entitlement has been rounded up to 4.5 days (i.e. from 4.15), he/she only be able to submit vacation time off requests in Workday of up to 4 days. The remaining half day time off request will have to be submitted to the Manager outside of Workday.

Unused earned vacation credits are paid at the end of the fixed term of employment. The company will recover from any monies owing to a colleague at the end of the fixed term, any unearned paid vacation time off the colleague has taken at the time he or she leaves the Company.

**IMPORTANT:** Workday displays colleagues' annual vacation entitlement in the Time Off worklet. Currently, annual entitlement for TM colleagues is overstated in Workday if their fixed term of employment ends *before* the end of the current calendar year. The Colleague Support Centre is actively working to address this configuration issue.

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### Unpaid time off requests...

TM colleague requests for time off in excess of paid vacation entitlement (e.g. additional vacation days or sick days, etc.), must also be submitted using the Workday Time Off worklet. The colleague must select such time off requests as **Incidental –Unpaid Days**.