

Vacation Policy

POLICY #PC-02-05

FINAL

PURPOSE

The purpose of the Vacation Policy is to outline the annual vacation entitlements provided by OLG to eligible employees.

APPLICATION AND SCOPE

This policy applies to OLG regular full-time, part-time and contract employees.

Bargaining unit employees should refer to their specific collective agreement to determine their vacation eligibility and entitlements.

POLICY STATEMENT

The Ontario Lottery and Gaming Corporation (OLG) promotes a healthy workplace that supports work/life balance and encourages all employees to use their annual vacation entitlement to rest and recharge.

REQUIREMENTS

1. Full Time Regular and Contract Employees

- 1.1. The vacation year is based on a calendar year beginning January 1st to December 31st.
- 1.2. Full Time Regular and Contract Employees are entitled to vacation credits, which are provided as paid vacation time.
- 1.3. Vacation credits are based on job grade and years of continuous service with OLG. Employees reaching the next level of entitlement are provided the additional credits on January 1st of that year.
- 1.4. Vacation credits are as follows:

Regular Full-time & Full-time Contract Employees Grade 20-22:		
Years of Service	Total Days	Total Hours
0 to 7 years	15 days	108.75 hours
8 to 14 years	20 days	145 hours
15 to 25 years	25 days	181.25 hours
26 + years	30 days	217.50 hours

Regular Full-time & Full-time Contract Employees Grade 23 and Above:		
Years of Service	Vacation Days	Total Hours
0 to 14 years	20 days	145 hours
15 to 25 years	25 days	181.25 hours
26+ years	30 days	217.50 hours

- 1.5. Employees must be actively employed to receive vacation credits. Credits will therefore be prorated for periods of inactive or cessation of employment, as required by the Employment Standards Act.
- 1.6. If an employee transfers from full-time or contract to part-time status, all accrued vacation will be paid out to the employee at the time of the change in status.

2. Vacation Scheduling

- 2.1. Employees are required to use their vacation credits within the calendar year during which those credits are earned, subject to the Carry Over rules outlined below.
- 2.2. Employees must take at least the minimum vacation days required under the Employment Standards Act (ESA) in each calendar year (Statutory minimum for employees with less than 5 years of service is 2 weeks; statutory minimum for 5 years of service or more is 3 weeks).
- 2.3. Managers will schedule vacation for employees who do not schedule the minimum annual vacation required to be taken for themselves in a reasonable amount of time to fulfill their statutory minimums.
- 2.4. Vacation time may be taken in hourly increments or as full days and can be taken before it is earned, up to the employee's maximum entitlement for the current year and subject to the approval of a manager. If an employee is terminated while having taken more vacation days than accrued, the employee will be required to pay back the value of the unearned vacation time that was taken as an advance and in that case pay owing will be deducted from wages owing to the extent possible.

3. Vacation Carry Over: Transition Year – 2022

- 3.1. Employees are allowed to carry over up to three weeks (15 days) of vacation credits into the following calendar year (2023).
- 3.2. Carryover must be used by August 31, 2023 otherwise credits will be forfeited without compensation.
- 3.3. Any vacation credits in excess of the three-week (15 days) carryover are forfeited at the end of December 2022. At no time will employees be required to forfeit minimum vacation entitlements as set out and in accordance with the ESA.

4. Vacation Carry Over: 2023 and Beyond

- 4.1. Employees are allowed to carry over up to two weeks (10 days) of vacation credits into the following calendar year.
- 4.2. Carryover must be used by August 31 of the following calendar year otherwise credits will be forfeited without compensation.
- 4.3. Any vacation credits in excess of the two-week (10 days) carryover are forfeited at the end of December of the current calendar year. At no time will employees be required to forfeit minimum vacation entitlements as set out and in accordance with the ESA.

5. Cessation of Employment

- 5.1. Upon cessation of employment, any unused accrued vacation credits will be paid out on the employee's final pay subject to any repayment obligation.
- 5.2. Vacation credits taken in excess of pro-rated entitlement at the time of the cessation of employment will be recovered from the employee's final pay.

6. Part-time Employees

- 6.1. Part-time employees receive vacation pay, calculated on total bi-weekly earnings and paid each pay period.

6.2. Part-time employees may take calendar weeks of unpaid vacation time as noted below.

6.3. Vacation pay for part-time employees is calculated as follows:

Part-Time Employees		
Years of Service	Vacation Percentage	Total Unpaid Weeks
0 to 7 years	6%	3 weeks
8 to 14 years	8%	4 weeks
15 to 25 years	10%	5 weeks
26 + years	12%	6 weeks

7. Student Employees

7.1. Students receive 6% vacation pay calculated on the total bi-weekly earnings and paid each pay period.

7.2. Students may take calendar weeks of unpaid vacation time in accordance with the ESA

8. Personal Banks (Discontinued as of 2019)

8.1. Personal Banks were discontinued in 2019 and frozen at the salary as of December 31, 2019. No additional time off can be added to a Personal Bank.

8.2. Employees who have banked time in their Personal Banks can request payment of that time during active employment with approval from the Senior Vice-President of People and Culture. Upon cessation of employment any remaining banked time in Personal Banks will be automatically paid out at the salary as of December 31, 2019.

8.3. Alternatively, Personal Banks can be used as time off. Any personal bank taken as time off is paid using the salary as of December 31, 2019. Any Personal Banks time will not count in the carry-forward vacation total as described above in the Vacation Carry-Forward section.

9. Exceptions

Any exceptions to this policy require the approval of the Senior Vice President, People and Culture.

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Employees	<ul style="list-style-type: none">▪ Submit vacation requests via Workday – Absence Worklet. Manager approval is required prior to the start date of the leave.▪ Adhere to the policy as outlined above and ensure that credits are used in the year they are earned.▪ Manage their vacation credits appropriately throughout the year.
Manager	<ul style="list-style-type: none">▪ Ensure requested time is reviewed for approval promptly.▪ Ensure employees adhere to policy and time is used within the calendar year in which it was earned.▪ Schedule statutory minimums vacation time for employees who do not book vacation within a reasonable time.
People and Culture	<ul style="list-style-type: none">▪ Administer the policy as outlined above.

POLICY OWNER

Kristen Warden, Sr Director Rewards, Wellness, HR Systems & Reporting

POLICY APPROVAL

Approver	Date
Senior Vice President, People and Culture	January 1, 2022

REVISION / REVIEW HISTORY

Revision / Review Date	Updated By	Summary of Revision / Review
March 31, 2023	People and Culture	<ul style="list-style-type: none">▪ Updated minimum vacation as per ESA
November 4, 2022	People and Culture	<ul style="list-style-type: none">▪ Noted that time was frozen at the salary as of December 31, 2019 for the discontinued Personal Banks▪ Updated template▪ Supersedes Vacation Policy Jan 1, 2022