

Annual Leave Policy

- When employees' annual leave is accumulated to 3 weeks (114 hrs), we ask them when they want to take some leave within the next 6 months and mark that on the calendar.
- When employees' annual leave is over 4 weeks (152hrs), we book their leave dates on the calendar (suggest Monday and/or Friday's off) and then process the payroll accordingly (it is the employees' responsibility to act accordingly).
- If we are happy with the employee's performance and we like them being at work, we can "cash out" 2 weeks leave per year by mutual agreement.
- Ideally, employees' accumulated annual leave should not be over 114 hrs.

[National Employment Standards](#) – [Annual Leave](#)