



## VACATION POLICY

---

The Authentic T-Shirt Company®/SanMar Canada, (the Company), requires employees to take vacation time to maintain their personal health and productivity. The amount of vacation time employees are entitled to, depends on their length of service in accordance with provincial employment standards.

### **Vacation Entitlements & Definition:**

All employees (hourly and salary) are entitled to vacation and earn vacation pay on all wages earned from the first day of employment. The Authentic T-Shirt Company®/SanMar Canada puts heavy emphasis on employee health and work-life balance as it plays a vital role in their continued success. After six (6) months of permanent employment, the Company will allow employees to take accrued paid vacation.

### **Salaried Employees**

Years of Employment	Entitlement
1 – 4 years	10 days
5 – 9 years	15 days
10+ years	20 days

### **Hourly Employees**

Years of Employment	Entitlement
1 – 4 years	4%
5 – 9 years	6%
10+ years	8%

In accordance with Employment Standards Act, SanMar Canada requires employees to take their annual vacation within 12 months after completing the year of employment entitling the employee to the vacation.

Exceptional circumstances preventing the full vacation entitlement being taken should be discussed with the department manager and must be reviewed and approved by a member of senior management.

Vacation pay will only be issued when vacation is taken. The Act does not permit an employee to forego vacation time and only receive the vacation pay. Employers are required to ensure that employees:

- Take accrued vacation time; and
- Receive their vacation pay.

Please note, vacation time is approved at the discretion of the Company and may be restricted during busy times of the year. Please check with the department manager for blackout periods for the department. If employment ends, all vacation pay that is owed will be paid out on the last pay cheque.

### **Scheduling of Vacation**

The employer is responsible for ensuring vacation is scheduled and used within the vacation entitlement year (see above for definition of Vacation Entitlement). When requesting and scheduling vacation, employees should work with their manager to ensure proper notice is given in order to allow any scheduling or duty changes necessary for the department while the employee is on vacation. The Authentic T-Shirt Company®/SanMar Canada reserves the right to implement blackout periods at any time during the

working year based on peak periods and/or Company goals determined by Senior Management. Vacation time requested during any peak season requires written approval prior to any travel arrangements being confirmed. Peak periods are from April – June and November to December.

Factors such as the following are taken into consideration when scheduling vacations:

- Work volume;
- Minimum staffing requirements;
- Coordination with other employees;
- Peak workload periods;
- Personal circumstances of the employee; and
- Length of employee service.

Except for extraordinary circumstances, employees are restricted from carrying over a negative accrued vacation balance. The employer has the right to schedule vacation as well as an obligation to ensure the vacation time is scheduled and taken before the end of the vacation entitlement year. The employer will work with the employee on an individual basis, in this aspect, to determine when the vacation should be taken and reference the Vacation Usage Form if necessary.

**Acknowledgement and Agreement**

I, \_\_\_\_\_, acknowledge that I have read and understand the Vacation Policy at The Authentic T-Shirt Company®/SanMar Canada. I agree to adhere to this policy.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager Signature