

Subject: Vacation Policy – Frontline Non-Unionized Employees
Updated : March 15, 2012

Ownership : Benefits
Policy Number : 608-1C

PURPOSE

It is the policy of Sodexo to provide paid vacation leave to meet employee needs for rest, relaxation, and time for personal business.

SCOPE

This policy applies to all full-time and part-time hourly paid, non-unionized employees. Full-time employees are defined as working 30 or more hours per week. Part-time employees are defined as working less than 30 hours per week.

RESPONSIBILITY

Managers are responsible for ensuring that the employees under their direction take their full vacation leave entitlement each year. Managers have the authority to approve, schedule or deny requested vacation as per the needs of their team. Where possible, vacation leaves that are approved in advance will be granted on the dates scheduled so employees and their families may make the necessary plans and be assured these dates will be honoured.

PROCEDURAL GUIDELINES

Entitlement and accrual

Vacation pay for hourly employees is accrued in a vacation bank at the following rates, based on length of service:

Service	Accrual Rate	Vacation Entitlement
Starting through year 5	4%	2 weeks
Year 6 through year 10	6%	3 weeks
Year 11 and over	8%	4 weeks

Temporary employees receive vacation pay at a rate of 4% of gross earnings on each pay.

Each employee's vacation accrual and bank is tracked in the payroll system and reported on their biweekly pay statement. Accrued funds are paid out when an employee take time off work for vacation and the bank is adjusted. The payroll system automatically increases vacation pay for employees on their anniversary date. The only exceptions allowed to this policy are when a Union agreement, client request or Employment Standards are in place that supersede the above.

Account Directors and Payroll Administrators must ensure compliance with this policy in order to treat all of our employees consistently across the country. Non-adherence with these policies may be grounds for disciplinary action, up to and including dismissal.

Scheduling

In most units, an employee may take annual vacation entitlement at any time during the calendar year, subject to business needs. In Education accounts it is desirable for employees to take their vacation entitlements during the regularly scheduled account closures.

Length of service:

Years of employment (service years) are calculated by anniversary date based on the individual's hire date (the original date that the individual started to work within our organization). If Sodexo acquires another company, the original service date is carried over only if it was part of the purchase agreement.

Service is considered broken if an employee leaves Sodexo for a period greater than six months and then returns. In this case, the employee is rehired as a "new" employee and loses all previous service credits.

Service continues to accrue during sick leave, maternity/parental leave and Workers' Compensation claims. It does not continue to accrue during unpaid personal leaves of absence.

Pay out of vacation:

In no case is it permitted for an employee to be paid vacation, other than from their accrual bank. Their accrual bank must never be allowed to go into a negative balance. Vacation pay will be limited to the accrued amount. No advance payments of unearned vacation pay will be permitted. Vacation payments in any other format will not be permitted.

An employee will not be paid in lieu of vacation.

For assistance in determining when an employee's absence constitutes a stoppage for vacation entitlement calculation purposes, please contact your Human Resources Manager.