

Happy holidays from all of us at BLANKSLATE Partners! We hope you're enjoying a much-needed break with your family and friends. As a gift to you, we present some essential knowledge, free of charge.

## Simply check off each item on this list to ensure you're meeting the legal requirements for vacation & paid time off in Canada!

All the best to you and yours!

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## Vacation & Paid Time Off: Legal Requirements in Canada

### Minimum Requirements:

An employee starts to accrue vacation entitlement after **five days** of employment.

Employees are entitled to 10 working days vacation per year in B.C.

After **five years** of employment your employees are entitled to 15 working days vacation in B.C.

An employer can agree to more vacation, but not less. Once agreed upon, this commitment is binding and enforceable.

An employer in B.C. is required to ensure that all employees take the minimum amount of vacation per year.

## Vacation Pay

Salaried employees are given paid time off with full salary continuation (regular salary continues uninterrupted while they are on vacation).

Hourly employees accrue vacation pay at 4% on all earnings. After 5 years this increases to 6% of all earnings.

An employer can choose to pay an hourly employee 4% on all earnings on each paycheque, OR accrue 4% on their behalf and pay it out to the employee upon their request (usually when they take their vacation time).

Any accrued but unused vacation (salary or hourly) must be paid out when an employee leaves (for any reason).

An employee may not be paid out vacation in lieu of time off (under the statutory minimums.)



