

VACATION LEAVE & SICK LEAVE BEST PRACTICES IN CANADA





In Canada, vacation and sick time are considered to be important employee benefits and not only should applicable Employment Standard Act regulations be adhered to, often, it is best practice to provide over and above the minimum regulations to remain a competitive employer when attracting and retaining talent.

BEST PRACTICES FOR VACATION TIME IN CANADA INCLUDE:

- Providing a minimum of two weeks' vacation time per year for full-time employees, and adhering to the applicable Employment Standards Act regulations.
- Allowing employees to carry over unused vacation time from one year to the next, up to a certain limit.
- Having a clear process in place for employees to request and schedule vacation time.
- Paying employees their regular wages while they are on vacation.



BEST PRACTICES FOR SICK TIME IN CANADA INCLUDE:

- Providing a minimum of three days' paid sick leave per year or adhering to the applicable Employment Standards Act regulations.
- Allowing employees to use sick leave for mental health days as well as physical illness.
- Having a clear process in place for employees to report their absence due to sickness, and for requesting and providing documentation for sick leave.
- Providing accommodations for employees who have a disability and adhering to all applicable Human Rights Act regulations.

It's important to note that while these are general practices, it is ultimately up to the employer to decide on the specific terms and conditions of vacation and sick leave for their employees. It's also important to follow the labour laws of the province the employees are employed in.

MODERN POLICIES BEING IMPLEMENTED BY COMPANIES:

UNLIMITED PTO

Employees are entitled to all accrued but unpaid vacation pay when employment ends so managers should encourage employees to take the minimum legislated provincial requirement of time off per year to avoid complications if termination occurs.

PTO LUMPED

A set number of days given to an employee per year that usually combines Vacation, Sick, and Personal days.



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