



INDUSTRIAL WORKERS OF THE WORLD
VANCOUVER GENERAL MEMBERSHIP BRANCH
PO Box 4755
STN Terminal
Vancouver BC V6B 4A4

Annual Vacation

This Employment Standards Factsheet is also available in a [printable pdf format](#)

Eligibility

Both full-time and part-time employees are eligible for annual vacations and vacation pay. If an employer agrees to give an employee more vacation or vacation pay than the Act requires, the Branch can enforce this agreement.

Annual Vacation Entitlement

An employee is entitled to two weeks of annual vacation after 12 consecutive months of employment.

After five consecutive years of employment an employee becomes entitled to three weeks of annual vacation.

If a job lasts less than one year, the employee is not entitled to take annual vacation, but still qualifies for vacation pay as long as he or she has been employed for at least five calendar days.

The sale, lease or transfer of a business does not interrupt consecutive employment. The time an employee is on an approved leave under the Act does not interrupt consecutive employment.

Annual vacation leave must be given within one year of when the employee becomes entitled to vacation.

Vacation Pay

A person employed for less than five calendar days is not entitled to vacation pay.

In the first four years in which an employee is entitled to take annual vacation, the employer must pay vacation pay of at least four per cent of all wages paid to the employee in the preceding year.

In the fifth and following years of entitlement, the employer must pay vacation pay of at least six per cent of all wages paid in the preceding year.

Any vacation pay received by an employee is counted as part of the total wages paid in a particular year.

Paying vacation pay

Vacation pay is payable at least seven days before the start of the annual vacation, or on regular pay days if agreed to in writing by the employer and the employee.

An employer cannot reduce an employee's annual vacation or vacation pay because the employee was paid a bonus or sick pay, or was previously given a vacation longer than the minimum. However, annual vacation or vacation pay may be reduced if an employee asked for and was given annual vacation in advance.

An employer must pay all wages, including vacation pay, within two days if the employer terminates the employment. If the employee terminates his or her employment, wages and vacation pay must be paid within six days.

Scheduling Vacations

An employer must schedule an employee's annual vacation in periods of one or more weeks unless the employee requests shorter periods.

An employer must make sure an employee takes all vacation within 12 months of the employee becoming entitled to it. Within these 12 months, the employer has the right to say when the vacation will be taken.

If a statutory holiday occurs during a vacation, the holiday is not counted as part of the vacation. The employer must give the employee another day off with pay for the holiday.

The Act does not permit an employee to work through an annual vacation and be paid for this time as well as receive vacation pay.