

## Canada Vacation Policy



### Purpose

All full-time employees of C&C Wind Energy Services are entitled to a period of vacation leave and vacation pay. The policy reflects C&C Wind Energy Services responsibility to provide a work environment for its employees which is based on fairness, equity and recognition of work/life balance. The purpose of this policy is to set out the principles and rules governing vacation leave.

### Definitions

*Full time Employee* – Any person employed directly by C&C Wind Energy Services full time, who is paid on an hourly or salaried basis.

*Fiscal Year* – November 1 – October 31

### Policy Statement

It is the goal of C&C Wind Energy Services to provide eligible employees with the opportunity to take vacation time.

All full-time employees will receive vacation pay from their date of hire. Vacation pay is paid every pay period based on the following table:

Years of Service	Vacation Pay %
0 – 4	4%
5 – 9	6%
10 +	8%

All full-time employee vacation calculation will begin based on the previous fiscal year; vacation time will be calculated from date of hire to the end of the fiscal year. At the end of each fiscal year your vacation time will either be used or lost; vacation time will not carry over. Vacation time will accrue based on the number of weeks you work and will follow this table:

Years of Service	Number of Days (Accrued in a fiscal year)	Vacation Time Accrued Per Week
0 – 4	10	.20 days
5 – 9	15	.29 days
10 +	20	.39 days

Each full day of vacation will be counted as eight hours. Vacation time may be taken in half day (four hours) or full day (eight hours) increments.

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Vacation time must be used within the year it is granted. Vacation time may not be accumulated or carried over from year to year.

### **Approval**

All vacation time must be approved by the Site Manager at each work location **and** the direct manager at C&C Wind Energy Services by utilizing the included form titled "C&C Wind Energy Services – Vacation Request Form" (Page 4 of this document). Approval is required.

### **Scheduling**

Whenever possible, vacation time must be scheduled at least three (3) weeks in advance. The use and duration of vacation time is subject to approval. The Company will make every effort to accommodate requests to schedule vacation time but reserves the right to prioritize requests based on the needs of the business, the seniority of the employees requesting vacation time, and the amount of notice provided by the employee.

### **Management Responsibilities**

The Management of C&C Wind Energy Services will make every reasonable effort to accommodate vacation requests for all eligible full-time employees while meeting the needs of the business.

Management will also ensure that all travel approval forms and arrangements are reviewed in a timely manner and the employee is informed of the decisions.

The management of C&C Wind Energy Services will enforce and / or interpret this policy in a fair and consistent manner.

### **Employee responsibilities**

The Employee shall comply with this policy as it is written. If any exemptions are being requested, it is at the discretion and f the approval of management.

Traveling away from assignment, or otherwise taking leave days, without the direct approval of C&C management is considered unauthorized leave and will be subject to disciplinary progression, up to and including termination.

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## C&C Wind Energy Services – Vacation Request Form

Dates Requested Off	Number of Days Requested	Will this be added to a turn-around? Y or N

**Employee Name:** \_\_\_\_\_

### **Approval**

Site Manager \_\_\_\_\_ has been notified and agrees with time away from assignment

Site Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

### **C&C Wind Energy Services Approval:**

Authorized Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

### **Vacation Denial**

Due to the below reason vacation will not be granted at this time.

\_\_\_\_\_  
\_\_\_\_\_

Site Manager \_\_\_\_\_ C&C Wind Energy Services \_\_\_\_\_