



CITY CRUISES CANADA POLICIES AND PROCEDURES

POLICY

POLICY: **C-5**
 SUBJECT: **TIME OFF – EMPLOYMENT STANDARDS**
 EFFECTIVE: **MARCH 18, 2024**
 SUPERCEDES: **JANUARY 11, 2023**

POLICY

City Cruises Canada has a comprehensive time-off policy that has been established to provide crew members with paid and unpaid time away from work for vacation, illness, and/or injury, or to attend to personal matters.

1.0 VACATION TIME OFF & VACATION PAY

1.1 PERMANENT CREW

- 1.1.1 Permanent full-time crew members are entitled to paid vacation time off and will begin accruing it on their first day of work.
- 1.1.2 Permanent full-time crew members with one (1) year of continuous service are entitled to and required to schedule a minimum of two (2) weeks of time off for purposes of a vacation by the end of the calendar year.
- 1.1.3 Paid vacation time off will be accrued based on the below table unless otherwise specified employment agreement:

Continuous Years of Service	Hours Accrued Bi-weekly	Maximum Annual Accrual	Maximum Carryover
0-2.99	3.08 hours	2 weeks	80 hours
3 – 7.99	4.62 hours	3 weeks	120 hours
8+	6.15 hours	4 weeks	160 hours

- 1.1.4 Vacation time must be accrued before it can be taken.
- 1.1.5 Crew members can begin taking their vacation time after the successful completion of their introductory period.



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1.1.6 Carryover of accrued vacation time cannot exceed the annual vacation entitlement by the end of the calendar year.

1.1.7 Accrued vacation pay will be paid out to crew members upon separation of employment.

1.2 CONTRACT CREW

1.2.1 Contract crew members are not entitled to paid vacation time off.

1.2.2 Vacation pay will be paid out each pay period based on the following table unless otherwise specified employment agreement:

Continuous Years of Service	Bi-weekly Vacation Pay Out (Gross Earnings)
0 – 4.99 years	4%
5 + years	6%

2.0 SICK TIME OFF

2.1 PERMANENT CREW

2.1.1 Permanent full-time crew members are entitled to paid sick time off. Sick time will be used concurrently with *the Employment Standards Act* job-protected Sick Leave.

2.1.2 Paid sick time off will be accrued based on the below table unless otherwise specified employment agreement:

Hours Accrued Bi-weekly	Maximum Annual Accrual	Maximum Carryover (January 1)
1.54 Hours	1 week = 40 hours	80 hours

2.1.3 Crew members can begin taking sick time after the successful completion of their introductory period.

2.1.4 Sick time will be applied to unscheduled absences. If a crew member does not have sufficient sick time to cover the entire absence, all available sick time will be

applied. The crew member may cash in lieu time to supplement the remaining balance of the time off.

2.1.5 Sick time is provided for unscheduled absences; however, sick time accrued over eighty (80) hours may be pre-booked with approval from the manager.

2.1.6 Accrued sick time will not be paid out to crew members upon separation of employment.

2.2 CONTRACT CREW

2.2.1 Contract crew members are not entitled to paid sick time off.

2.2.2 Contract crew members are entitled to up to three (3) unpaid Sick Leave days per calendar year once the crew member has worked for City Cruises Canada for at least two consecutive weeks. The three (3) unpaid sick leave days can be used for a personal illness, injury, or medical emergency for themselves.

2.2.3 The crew member must advise their manager when they are using Sick Leave.

2.2.4 Sick Leave is applied in full-day increments. If a crew member takes any part of a day as paid or unpaid leave, it will count as one (1) full day of leave.

2.2.5 Unpaid Sick Leave days not used during the calendar year cannot be carried over to the next calendar year.

3.0 FAMILY RESPONSIBILITY LEAVE

3.1 City Cruises Canada crew members are entitled to three (3) unpaid days each calendar year for family responsibility leave, where the crew member has been employed for two (2) consecutive weeks.

3.2 Leave is for illness, injury, or medical emergency of a listed family member, or for an urgent matter that affects a listed family member.

3.3 A family member under this leave is described as:

- crew member’s spouse
- parent, stepparent or foster parent of the crew member or the crew member’s spouse
- a child, stepchild or foster child of the crew member or the crew member’s spouse

- a grandparent, step-grandparent, grandchild or step-grandchild of the crew member or the crew member’s spouse
- the spouse of the crew member’s child
- brother or sister of the crew member
- a relative of the crew member who is dependent on the crew member for care or assistance

3.4 The crew member must advise their manager when they are using Family Responsibility Leave.

3.5 Family Responsibility Leave is applied in full-day increments. If a crew member takes any part of a day as paid or unpaid leave, it will count as one (1) full day of leave.

4.0 REQUESTING TIME OFF

4.1 Time off (i.e., Vacation) may be restricted in certain periods of the year depending on the operational requirements and seasonal business demands. (i.e. June to September)

4.2 Time off must be requested at least two (2) weeks in advance. Requests will be considered by the manager and approved based on operational requirements and the crew member’s accrued time.

4.3 Individual requests will be accepted on an ongoing basis. Should conflicting approved requests be received by the department, the crew member who submitted the request first will be granted the time off.

4.4 Requests for time off in increments of less than a full day (e.g., half day or one hour) will be approved at the discretion of the manager based on operational requirements.

4.5 Crew members will be required to book accrued vacation that exceeds the annual vacation entitlement prior to using excess accrued sick time.



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5.0 PAYMENT UPON SEPARATION OF EMPLOYMENT

- 5.1** If a crew member is separated, and the amount of paid vacation time or sick time taken exceeds the amount accrued, the excess paid time off will be deducted from the wages payable to the crew member on their final pay. Payroll will reconcile and adjust each crew member's time off upon separation.

Further interpretation of this policy is the responsibility of the Vice President, Operations. The Company reserves the right to make, modify, revoke, suspend, terminate, or change any policy or procedure, in whole or in part, at any time.

Company Policy - C-5 Time Off - ESA	Revision Date: March 18, 2024	Approved by: LM
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