

Task/Process: Employees' Annual Vacation Policy	Department: All theatres and head office
Prepared/Revised by:	Approved by: Mark Lavaway
Date issued: April 22, 2002	Last revised: January 14 th , 2020

Ed Mirvish Enterprises Limited – Employees' Annual Vacation Policy

Scope:

The EMEL Employees' Annual Vacation Policy applies to all areas at:

- The Princess of Wales Theatre – 300 King St. W.
- The Royal Alexandra Theatre – 260 King St. W.
- The Ed Mirvish Theatre – 244 Victoria St.
- The CAA Theatre – 651 Yonge St.
- Mirvish Productions/Ticketing Office

Procedure:

The table below applies to all salaried employees beginning on the start date of their salaried position. Eligibility for vacation is as follows:

Years of Employment (uninterrupted)	Annual Vacation Entitlement
1-3 years	2 weeks
4-8 years	3 weeks
9-12 years	4 weeks
Over 12 years	5 weeks

When planning your vacation, please speak directly with your manager to ensure they are aware of your request and will approve it in advance. To ease the workload of others in your department, we ask that you only take two consecutive weeks at a time. Once your vacation request has been approved, your manager will notify the payroll office. All vacation time must be taken by December 31st of each year.

If occasion arises that you need to take time off for illness or personal reasons, you must inform your manager immediately so she/he can notify the payroll office.

If you have any questions about the years of employment, please ask payroll office.

Evaluation:

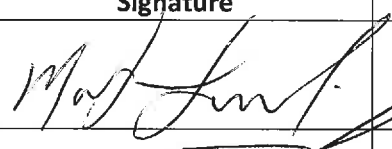

Management will evaluate the EMEL Employees' Annual Vacation Policy as needed and ensure the ongoing compliance of staff.

Revisions:

Revision Made	Revision Made By	Date
Removed Seamless Costumes	Mark Lavaway	June 13, 2016
Changed Panasonic to CAA Theatre	Mark Lavaway	June 18, 2018
Added language to specify when vacation eligibility begins	Emily Knight	January 14, 2020
Office Address Removed	Emily Knight	January 14, 2020

Approvals:

The following individuals have read and approved the policy herein:

Name and Title	Signature	Date
Mark Lavaway Director of Labour Relations and Business Development		JAN - 14, 2020
David Mucci Managing Director		Jan 14 2020