

HARBOUR VILLAGE RESORT

Employee Vacation Policy

Eligibility

Full-time, Year-Round Employees will be offered paid vacation as a part of their compensation package.

Our “vacation year” is based upon anniversary year. This means that your vacation year begins on the date you started work with Harbour Village and runs until the day before that date in the next calendar year.

Upon being hired, the employee will receive one week, or 40 hours, of vacation. At the one year anniversary date, the employee will receive a total of two weeks, or 80 hours, of vacation. At the employee’s five year anniversary, they will receive a total of three weeks, or 120 hours, of vacation.

Vacation hours may not be used during the season, unless the employee receives written permission from the General Manager at least one month in advance of the request. If there is not enough staff members to cover a vacation during the season, the request may not be honored.

Vacation time must be used during the anniversary year, or will be forfeited. Vacation will not carry over into the next anniversary year.

Payment of Unused Vacation Upon Termination

All unused vacation time will be forfeited upon termination of employment.

Approved: June 16, 2018