

## Vacation - Additional Information

- For Canadian Store associates, vacation time will generally not be approved during the following periods:
    - PetSmart holiday season blackout dates, which are typically during the months of November and December (specific dates will be communicated annually).
    - Two weeks prior to and one week after a store physical inventory.
  - Associates must take all their statutory vacation time each year. (Associates will be deemed to have taken statutory vacation time before any non-statutory vacation time.) Unused vacation hours will be carried over to the new year and can be taken as unpaid vacation, as the earnings will be paid at the end of each calendar year. \*
- NOTE: In some provinces, PetSmart policy provides more vacation time and vacation pay than province employment standards require.*** In accordance with Saskatchewan law, all associates in Saskatchewan will receive a minimum of 3 weeks of vacation time and 6% vacation pay.
- Vacation time should be taken in full-hour increments. Eligible associates will generally be permitted to take a maximum of up to two weeks of vacation time per vacation request. Vacation time does not count as time worked in calculating overtime hours.
  - Vacation pay will generally only be processed for time taken away from work; it is not to be used for miscellaneous personal expenses.
  - Vacation pay is paid based on an associate's paid annual wages in accordance with applicable employment standards legislation.
  - At the end of each year, payroll will conduct a reconciliation of vacation pay based on percentage of pay and current pay. If an adjustment is necessary, a true-up of vacation pay will be made after the final pay cheque in December. Any vacation earnings accrued during the year but not paid prior to the end of December will be paid out on the first pay period in January.
  - Associates that change status (e.g., part-time to full-time hourly or full-time hourly to salary) will receive the appropriate vacation time accrual, based on the **accrual schedules below**, beginning the first full week in the new position. Potential vacation time will adjust accordingly based on the new accrual and the weeks left in the payroll calendar year.