

Vacations – How Its Accrued

Vacation time is an important part of maintaining a healthy work-life balance and understanding how it is calculated at Efficiency Manitoba helps employees better plan their time away from work. Vacation entitlement is based on years of service and is earned throughout the year over 24 pay periods.

Employees receive vacation accruals based on their length of service, with vacation entitlement increasing as years of service grow. This structure recognizes employee commitment and long-term service to the organization. (this is also in your current Collective Agreement under Vacations)

Vacation Accrual Schedule

Years of Service	Benefit Credit Days	Vacation Days	Vacation Hours	Accrual Rate Per Hour
0 – 2.999	5	10	118.80	0.0672
3 – 9.999	5	15	158.40	0.0896
10 – 19.999	5	20	198.00	0.1119
20 – 28.999	5	25	237.60	0.1343
29+	5	30	277.20	0.1567

Vacation hours are accrued incrementally each pay period and are based on regular paid hours. Employees working modified schedules or part-time hours may have vacation accruals prorated according to their scheduled hours of work.

In addition to vacation time, employees also receive benefit credit days. Details on the allotment of Benefit Credits are provided in Appendix C of the collective agreement or applicable policy documents.

It is important for employees to regularly review their vacation balances and understand how vacation requests are processed within their department. Vacation approvals are often dependent on operational requirements, staffing levels, and scheduling considerations, particularly during peak vacation periods such as summer months and around statutory holidays.

Employees should also be aware that leaves of absence, changes in employment status, or unpaid time away from work may impact vacation accruals. Reviewing balances regularly can help avoid confusion when planning future time off.

At Efficiency Manitoba, vacation time is more than just a benefit — it is an important part of employee wellness. Taking time to recharge supports mental health, work-life balance, and overall well-being, helping employees return to work refreshed and productive.

