

## Time Off (Sick & Vacation Time)

	Provincially Regulated	Federally Regulated
<b>Vacation Time:</b>	<p>Employees with less than five (5) years of employment are entitled to two (2) weeks of vacation time after each 12-month vacation entitlement year.</p> <p>Employees with five (5) or more years of employment are entitled to three (3) weeks of vacation time.</p>	<p>As an employee working for a federally regulated employer, you are entitled to at least:</p> <p>2 weeks of vacation annually after you have completed 1 year of employment with the same employer</p> <p>3 weeks of vacation annually after you have completed 5 consecutive years of employment with the same employer, and</p> <p>4 weeks of vacation annually after you have completed 10 consecutive years of employment with the same employer</p>
<b>Sick Time:</b>	<p>Most employees have the right to take up to three (3) days of unpaid job-protected leave each calendar year due to a personal illness, injury or medical emergency. This is known as sick leave.</p> <p>There is no pro-rating of the three-day entitlement. An employee who begins work partway through a calendar year is still entitled to three days of leave for the rest of that year.</p>	<p>All continuously employed employees are entitled to medical leave with pay. This includes part-time, casual, and fixed-term contract employees.</p> <p>All federal employees in federally regulated workplaces are entitled to accrue medical leave with pay of up to 10 days each year.</p>
<b>Other Time Off:</b>	<a href="#">Your Guide to the Employment Standards Act</a>	<a href="#">Types of leaves you can receive as an employee working in federally regulated industries and workplaces - Canada.ca</a>

In most cases, the vacation pay earned during a completed vacation entitlement year or stub period must be paid to an employee in a lump sum sometime before they take the vacation time earned. However, there are exceptions to this. You can learn more about exceptions on the [Government of Ontario website](#).

**TIP: If you are ill but out of sick days, reach out to your employer. In some cases, they may allow you to take an unpaid leave in order to recuperate.**