

CANADA VACATION & PAID HOLIDAYS

REFERENCE

HR-CAN-001

EFFECTIVE DATE

August 2025

OWNER

People & Culture

1. PURPOSE AND SCOPE

This policy describes the guidelines and standards relating to vacation and statutory holidays for the Aristocrat group of companies and all related entities. The Company complies with applicable employment standards to ensure that employees are receiving at least their minimum entitlements to vacation and statutory holidays

2. APPLICABILITY

This policy is applicable to all regular, full time and part time employees performing work in Canada.

3. POLICY

- 3.1.** The Company recognizes the importance of restful and recreational time away from work. The Company provides flexible vacation benefits as provided under this policy.
- 3.2.** The employee must use the vacation leave in accordance with Section 4.2 below. Vacation time must be scheduled in advance with managerial/supervisory approval. Unscheduled absences are strongly discouraged, except in emergency situations.
- 3.3.** In addition to an employee's vacation entitlements under this policy, employees receive pay for twelve (12) additional days that are designated as paid holidays. The 14 paid holidays include the employee's entitlement to statutory holidays, as applicable under the employee's applicable employment standards legislation. In addition to the fourteen (14) paid holidays, employees are entitled to one (1) paid service day, to be used by employee in connection with community service time donated by employee to his/her local community, and one paid floating holiday, to be used at employee's discretion and with managerial/supervisory approval.

4. VACATION

4.1. ACCRUAL

- 4.1.1.** Except where specified otherwise by your offer letter or employment contract, as applicable, full-time employees begin accruing vacation from date of hire based on active service and length of continuous employment as follows:

Length of Service	Annual vacation time entitlement based on active service	Vacation Time Bank Maximum Cap
Less than 2 years	3 weeks (15 days)	22.5 days
2 years to less than 6 years	4 weeks (20 days)	30 days
6 years to less than 15 years	5 weeks (25 days)	37.5 days
15 years or more	6 weeks (30 days)	45 days

4.1.2. Regular, part-time employees earn vacation time on a pro-rated basis based on the full-time accrual schedule. However, in no event will they receive less than their minimum vacation entitlements under their applicable employment standards legislation.

4.1.3. Employees must take their minimum statutory vacation time entitlement each year as provided by the employee's applicable employment standards legislation (the "Statutory Minimum"). Subject to the terms of this policy and applicable law, the Company reserves the right to designate and schedule vacation time to ensure that vacation is taken at the appropriate time and that the Statutory Minimum is taken each year. To the extent that this policy provides vacation entitlements that exceed the Statutory Minimum, employees may carry over additional unused vacation days to the following calendar year to store in their vacation time bank. The maximum cap of the vacation bank is one and one-half (1½) times the employee's annual vacation time entitlement as per the chart above (the "Maximum Cap"). Once an employee reaches their Maximum Cap, except as required by applicable legislation, they do not accrue additional vacation time until they use vacation time from their bank and fall below the Maximum Cap, as the vacation bank can never exceed the Maximum Cap. Any vacation time that cannot be carried over to the following calendar year because of the Maximum Cap will be forfeited and will not be paid out, except as required by applicable legislation.

EXAMPLE: To illustrate, a full-time employee in Nova Scotia with seven (7) years of service accrues 25 days of vacation under this policy during the calendar year January 1 – December 31. In that same year, the employee takes their Statutory Minimum vacation of 10 days, leaving a balance of accrued but unused vacation of 15 days. In the next calendar year, the employee accrues 25 days of vacation based on the chart above. The employee also has 15 carry over days from the previous year, for a total of 40 days. However, pursuant to the Maximum Cap provision, the employee in this example has a maximum vacation bank of 37.5 days, and therefore forfeits 2.5 days of vacation, which will not be paid out. Further, this employee will not accrue additional vacation time as per the chart above until they use some of their vacation and fall below the Maximum Cap. In any case, the Company will ensure that the employee takes their Statutory Minimum vacation entitlement each calendar year, and in no event will the employee receive less than his or her minimum vacation entitlements under their applicable employment standards legislation.

- 4.1.4.** For the purposes of this policy, the reference period for calculating vacation entitlements extends from January 1 to December 31. Employees accrue their vacation entitlements during the year. Employees are expected to use their vacation time within the calendar year that it is earned. New hires will receive a prorated amount of vacation during their first year of employment.
- 4.1.5.** Vacation accrual on the above chart is based on active service. When an employee is on a leave of absence for any reason, they will only earn vacation at the chart accrual rate for up to 12 weeks on leave. Thereafter, they will not earn vacation entitlements as per the chart for the remainder of their leave. However, at the end of the vacation year, the Company will ensure that the employee receives the greater of (i) what was earned in the year under this policy; and (ii) the employee's minimum vacation entitlements under their applicable employment standards legislation.
- 4.1.6.** With respect to commissions or incentive payments related to production, vacation pay on such earnings will be paid at the time that the commission or incentive is paid to the employee. The employee's wage statement will clearly show the amount of the vacation pay being paid in respect of the commission or the incentive separately from any other amounts paid. The rate of vacation pay is that as applicable to the employee based on the chart above. You agree to receive vacation pay on commissions or incentives in this manner.
- 4.1.7.** At the end of each calendar year, the Company will calculate each employee's accrued vacation entitlement pursuant to applicable employment standards legislation and will match this against any vacation taken during the year. If the employee has taken and received less pay for vacation than the Statutory Minimum, the Company will pay the employee a "top up" payment to cover the difference. Upon termination of employment, a similar calculation will be made up until the date of termination and any top ups required will be paid at that time.

EXAMPLE: If an employee is entitled to \$2000 of vacation pay by law (i.e.: the Statutory Minimum is \$2000), and at the end of the year, the employee only received \$1800 in vacation pay under this policy, the Company would issue a \$200 top up payment to ensure that the employee minimally received the Statutory Minimum entitlement. Conversely, if the employee received \$2200, no top up payment would be made.

For clarity, employees will be paid vacation at the rate upon which it was accrued at.

4.2. USING AND TAKING VACATION

- 4.2.1.** Vacation can be used in one (1) hour increments for non-exempt employees and four (4) hour increments for exempt employees.
- 4.2.2.** Employees may not use more vacation days than they have accrued.
- 4.2.3.** An employee on an extended absence for illness or injury is expected to apply for any other available/applicable compensation and benefits.

If an employee is on an extended leave of absence, he/she must exhaust any accrued vacation balance above the statutory limits concurrently with any payments received in connection with his/her extended leave of absence, such as any payments received from any Company-provided benefit plans or government required programs.

Notwithstanding the above, the combination of any such payments and paid vacation cannot exceed the employee's normal weekly earnings. Use of vacation will supplement the employee's income while out on a leave of absence to ensure the employee's bi-weekly income is made whole to their regular bi-weekly wages, if applicable.

- 4.2.4.** To the extent possible, an employee who has an unexpected need to be absent from work or to be tardy must notify his/her manager/supervisor before the scheduled start of the shift or workday.
- 4.2.5.** Questions related to vacation should be directed towards the employee's manager.
- 4.2.6.** Vacation requests will be subject to management review and may be denied based on business demands. Vacation requests should be made as far in advance as possible. Vacation requests will be granted in the sole discretion of the Company, and the scheduling of vacation is based upon business requirements and the coordination of vacation and time off requests from other employees.
- 4.2.7.** Except where required by applicable law, employees are required to take their Statutory Minimum vacation entitlements in a minimum of 5-day increments. In all circumstances, the employee must exhaust their Statutory Minimum vacation entitlements in a vacation year before taking any additional vacation.
- 4.2.8.** Upon tendering resignation or the termination of the employee's employment, employees will be eligible to receive payment for accrued and outstanding vacation pay that has been earned but not yet been paid out. The payment of accrued and unused vacation pay will be paid with the employee's final pay or as required by the employee's applicable employment standards legislation.
- 4.2.9.** Employees are eligible to utilize vacation upon accrual. If Employee requests to take vacation in less than the minimum 5-day increment requirement as set forth in Section 4.2.7 herein, said request is subject to Employer's approval in writing.
- 4.2.10.** Employees must accurately report and record all vacation time taken.
- 4.2.11.** The Company complies with the minimum vacation time and vacation pay requirements pursuant to applicable employment standards legislation. In the event that an employment standard in an employee's applicable legislation provides for a greater right or benefit than this policy on vacation, the provision of the applicable legislation will apply to the extent required. In no event under this policy will an employee receive less than his or her minimum vacation entitlements under their applicable employment standards legislation.

5. PAID HOLIDAYS

- 5.1.** The Company observes fourteen (14) paid holidays each year, by providing compensation for eligible employees in accordance with applicable employment standards legislation. Please see the Holiday Schedule published by the Company on an annual basis.
- 5.2.** Employees will be eligible for the statutory holidays applicable in their province of employment. Since the Company provides more holiday time than required by law, the additional days will be treated as "floating holidays" than be used upon the employee's discretion with prior approval from the Company. For example, Ontario has nine (9) statutory holidays. As such, employees in that province will be entitled to five (5) floating holidays.
- 5.3.** Employee must use the floating holiday and service day in the calendar year in which they are granted. They will not carry over to the following calendar year and will not be paid out if not used. The floating holiday must be used as a whole workday and may not be broken into hourly increments. The service day may be broken into hourly increments.
- 5.4.** Employee will not be paid for unused floating holiday or service day if his/her employment with Aristocrat ends, howsoever caused.

- 5.5.** The floating holiday and service day must be scheduled with manager approval and employee should give as much advance notice as possible. Employee's manager may deny a request for a particular day based on operational requirements and staffing levels.
- 5.6.** Unless the employee is exempt from statutory holiday entitlements under their applicable employment standards, employees are eligible for statutory holiday pay upon hire and in accordance with their applicable employment standards legislation.
- 5.7.** Subject to applicable employment standards, to qualify for holiday pay, the employee must work their last regularly scheduled workday before the holiday and their first regularly scheduled workday after the holiday, unless there is reasonable cause for not doing so. If an employee has agreed to work on a holiday and then fails without reasonable cause to work their entire shift on the holiday, the employee will not qualify for holiday pay.
- 5.8.** Holiday pay is computed strictly in accordance with the employee's applicable employment standards legislation.
- 5.9.** If an eligible employee agrees to work and does work on the statutory holiday, the employee will be compensated as required by their applicable employment standards legislation.
- 5.10.** Employees on leaves of absence or unpaid suspension will not receive holiday pay, except as required by the employee's applicable employment standards legislation.
- 5.11.** Holidays under this policy will not be considered hours worked for the purposes of calculating overtime entitlements, except where required otherwise by applicable employment standards legislation, such as in Manitoba, Quebec and Saskatchewan, where statutory holidays are deemed to be hours of work for the purpose of calculating an employee's overtime entitlement. Any overtime entitlements will be calculated strictly in accordance with the employee's applicable employment standards legislation.
- 5.12.** Employees' paid holidays entitlements vary between the provinces, and the Company will honour the entitlements for the province in which the employee works.