



Canada Public Holiday and Vacation Policy

PUBLIC HOLIDAY POLICY- CY 2019

Salesforce employees are eligible for several paid public holidays each year. Actual days vary depending on the province of employment. See observed public holidays below:

Province	Public Holidays
Ontario	New Year's Day – Tuesday, January 1 Family Day – Monday, February 18 Good Friday – Friday, April 19 Victoria Day – Monday, May 20 Canada Day – Monday, July 1 Civic Holiday – Monday, August 5 Labour Day – Monday, September 2 Thanksgiving Day – Monday, October 14 Christmas Day – Wednesday, December 25 Boxing Day – Thursday, December 26
British Columbia	New Year's Day – Tuesday, January 1 Family Day – Monday, February 18 Good Friday – Friday, April 19 Victoria Day – Monday, May 20 Canada Day – Monday, July 1 British Columbia Day – Monday, August 5 Labour Day – Monday, September 2 Thanksgiving Day – Monday, October 14 Remembrance Day – Monday, November 11 Christmas Day – Wednesday,, December 25
Quebec	New Year's Day – Tuesday, January 1 Good Friday – Friday, April 19 Easter Monday – Monday, April 22 Victoria Day – Monday, May 20 National Holiday – Monday, June 24 Canada Day – Monday, July 1 Labour Day – Monday, September 2 Thanksgiving Day – Monday, October 14 Christmas Day – Wednesday,, December 25 Boxing Day – Thursday, December 26



Alberta	New Year's Day – Tuesday, January 1 Family Day – Monday, February 18 Good Friday – Friday, April 19 Victoria Day – Monday, May 20 Canada Day – Monday, July 1 Heritage Day – Monday, August 5 Labour Day – Monday, September 2 Thanksgiving Day – Monday, October 14 Remembrance Day – Monday, November 11 Christmas Day – Wednesday, December 25
Nova Scotia	New Year's Day – Tuesday, January 1 Heritage Day- Monday, February 18 Good Friday – Friday, April 19 Victoria Day – Monday, May 20 Canada Day – Monday, July 1 Natal Day – Monday, August 5 Labour Day – Monday, September 2 Thanksgiving Day – Monday, October 14 Remembrance Day– Monday, November 11 Christmas Day – Wednesday,, December 25 Boxing Day – Thursday,, December 26
New Brunswick	New Year's Day – Tuesday,, January 1 Family Day – Monday, February 18 Good Friday – Friday, April 19 Victoria Day – Monday, May 20 Canada Day – Monday, July 1 New Brunswick Day – Monday, August 5 Labour Day – Monday, September 2 Thanksgiving Day – Monday, October 14 Remembrance Day – Monday, November 11 Christmas Day – Wednesday, December 25 Boxing Day – Thursday,, December 26



SCHEDULING OF PUBLIC HOLIDAYS

In most, but not all instances, public holidays are observed on the calendar day on which they fall. However, public holidays falling on Saturday will in most cases be observed on the preceding Friday; holidays falling on Sunday will in most cases be observed on the following Monday.

PERSONAL DAYS (also known as FLOATING HOLIDAYS)

Employees are also eligible for personal days each year to use as sick days, alternate religious holidays, attending to personal matters and/or emergency leave. Employees receive 4 personal days per calendar year and assignment to new hires is as follows:

- Hired January - March: 4 personal days
- Hired April – June: 3 personal days
- Hired July – September: 2 personal days
- Hired October – December: 1 personal day

Personal Days are provided as days off with regular pay but they are not treated as paid public holidays for premium or holiday pay purposes. If taking personal days for personal illness or illness of another family member, these days will also count as leave days for purposes of any emergency or family leave provisions of the applicable employment or labour standards laws of the province in which they work.

SCHEDULING OF PERSONAL DAYS

Request for personal days should be entered in Workday. Simply go to the Time Off section and request time off by selecting “Floating Holiday” in the drop-down menu. After a request is submitted your manager will evaluate request and determine approval. Employees must notify their immediate supervisor at least ten days in advance of their intention to take a personal day whenever possible. Salesforce attempts to accommodate employee requests for personal days and reserves the right to schedule in accordance with operational requirements.

NO CARRYOVER

Personal days must be taken within the calendar year they become available. If the personal days are not taken prior to the end of the calendar year then entitlement is automatically forfeited. Personal days cannot be carried over from one year to the next and there is no payment available for unused personal days.

PERSONAL DAYS AND ALTERNATE RELIGIOUS FAITHS

It is Salesforce’s policy to arrange reasonable accommodation for the needs of employees who observe religious holy days other than those already accommodated by ordinary scheduling and statutory holidays.



Employees have a responsibility to alert their supervisor in a timely fashion to upcoming religious observances and anticipated absences. Employees must notify their supervisor at least ten days in advance of their intention to be absent from work to celebrate a specific religious holy day(s). Salesforce will make every reasonable effort to accommodate employees' specific religious beliefs, creeds and festive days unless to do so would cause undue hardship.

In all cases, employees will first be asked to use their personal days if absence will be occasioned by a religious observance not already accommodated by ordinary scheduling or statutory holidays. If the employee has exhausted personal days, Salesforce will try to accommodate their needs by providing flexible scheduling, an unpaid absence or allowing the employee to make up time lost, however Salesforce is under no obligation to do so and reserves the right to require the employee to take vacation time.

VACATION POLICY

Salesforce encourages employees to maintain a healthy balance between their personal and work lives. The Company provides employees with time away from work for rest and recreation, personal business, and other personal circumstances. This program is designed to allow employees substantial flexibility in coordinating individual needs with business requirements.

An employee who is out for more than 5 days for any reason other than vacation (e.g., illness, caring for an ill family member, parental leave, disability, jury duty, etc.) must contact Matrix Absence Management at (855) 354-6937 to determine whether the employee qualifies for another type of leave. If an employee qualifies for and is granted another type of leave under the Company's policies, the employee may not take vacation during any period of time during which the employee is receiving compensation from the Company, its insurers, or the Canadian Government as a result of that leave (e.g., short or long-term disability insurance payments).

VACATION ELIGIBILITY

All regular full-time employees (those regularly scheduled for at least 40 hours per week) are eligible for vacation time and pay. Part-time employees are also eligible for vacation time and pay, in accordance with the provisions of the applicable employment or labour standards laws of the province in which they work.

VACATION PAY

Vacation pay for regular full-time employees is calculated and paid according to the schedule that follows at the rates and formula set out in this policy. The percentages will be applied to regular base salary.

The employment or labour standards laws of each province require vacation pay to be calculated on a percentage of all earnings. Salesforce, however, is providing more vacation time and applying a higher vacation pay percentage than is required under such laws. This means that the amount of vacation time and pay provided by Salesforce will, in most cases, be greater than is legally required.



At the end of each calendar year, the Company will calculate the amount of vacation pay provided to each employee and compare it to the amount required by the applicable employment or labour standards laws of the province in which they work. In the unlikely event that vacation pay calculated in accordance with this policy is less than vacation pay calculated at the minimum rates and formula provided by the applicable employment or labour standards laws, the Company will pay any balance owing to the affected employee within 90 days of year end. For greater clarity, employees will be entitled to vacation pay as set out in this policy or vacation pay calculated in accordance with the minimum rates and formula provided by the applicable employment or labour standards laws, but not both.

VACATION ACCRUAL

The vacation year matches the calendar year. Beginning with their month of hire, all regular full-time employees accrue vacation hours on a monthly basis. Monthly accrual is based on completed years of service in accordance with the table below.

Completed Service	Vacation Time Accrual Per Year (Days)	Vacation Time Accrual Per Pay Period (Hours)	Vacation Base Pay Accrual*
0-24 months (under 2 years)	15	4.62	6.0%
25-59 months (2 – 5 years)	20	6.15	8.0%
60 + months (over 5 years)	25	7.69	10.0%

* As a percentage of regular weekly base salary actually paid for the vacation year in which vacation was earned.

VACATION CARRYOVER

At the end of each calendar year, employees are eligible to carry over a maximum of 10 days of unused vacation to be used in the next calendar year.

The right to carry over vacation is subject to the pre-condition that all employees first take the minimum vacation period per year as required by the applicable employment or labour standards laws of the province in which they work (the “Statutory Minimum”) before they can use any carried over vacation.



The Statutory Minimum is typically 10 days in the first five years of employment and 15 days thereafter, but does vary from province to province. Any additional accrued vacation can be carried over up to a maximum of 10 days.

Examples

Ex 1

An employee accrues 15 days of vacation in the vacation year January 1 – December 31. In that same year, the employee takes the minimum statutory vacation of 10 days leaving a balance of accrued but unused vacation of 5 days.

In the next vacation year, this employee accrues 15 days of vacation in the vacation year January 1 – December 31. The employee also has 5 carry over days from the previous year for a total of 20 vacation days.

Ex 2

An employee accrues 25 days of vacation in the vacation year January 1 – December 31. In that same year, the employee takes the minimum statutory vacation of 10 days and has accrued but unused vacation of 15 days.

This employee is able to carry over 10 vacation days to the next vacation year and forfeits the additional 5 days of vacation (both the time and vacation pay).

VACATION PAY DURING EMPLOYMENT

Salesforce pays active employees their regular salary while on vacation. The paid vacation days are deducted from vacation pay carry-over days and vacation accrual days for each day of vacation taken.

VACATION REQUESTS

Vacation requests are submitted through the Workday Time Tracking application. PTO requests are logged in the time widget within Workday and will appear on the time tracking calendar. Employees are responsible for submitting and obtaining PTO approval prior to submitting time on Friday. Once the request is approved, it appears as a time block on the time-tracking calendar. The Company does not have a separate "comp time" policy and managers cannot provide extra vacation time. If you have questions, please access [Concierge](#) or the [Employee Success](#) Chatter group.

VACATION PAY WHEN EMPLOYMENT ENDS

If an employee leaves Salesforce, they will receive payment for all unused accrued vacation pay calculated in accordance with this policy for that period of time required by the applicable employment or labour standards laws of the province in which they work.