



TORRENT COMPANY POLICY

Vancouver Vacation Pay Withdrawal Requests

Torrent provides regular payroll cheques every 2nd Friday on a bi-weekly basis in Vancouver.

Employees have an option to accrue their vacation pay or have it paid out on each cheque.

Accrued vacation pay should, ideally, be withdrawn when vacation time is taken. We understand that sometimes the money is needed and used for other personal reasons, as required. Vacation pay can be withdrawn at any time with advance notice to our payroll department.

Please follow these steps when you would like to withdraw some, or all, of your accrued vacation pay:

1. Vacation pay withdrawal cheques are **only paid on paydays** which are bi-weekly every 2nd Friday.
2. Cheques are **distributed with the payroll cheques on paydays**.
3. Requests must be made a minimum of **7 calendar days in advance** of the next payday. No later than the Friday the week before a payday.
4. Requests must be emailed to the Payroll Department: payroll@torrentshotcrete.com
5. Your email subject line should say **Request for Vacation Pay for (YOUR NAME)**.
6. Please note that your vacation pay will be subject to applicable taxes.
7. In your email, please advise payroll if you would like to **withdraw all of your vacation pay** or a **specified amount** (before taxes).

Thank you for your cooperation.

Human Resources Department
Torrent Shotcrete Structures Ltd.