

## **ASSUMPTIONS**

1. You are the Office Manager of an organization with 20 employees located in AFOA, Ontario.
  2. The organization has employees who work within the head office in AFOA as well as in several sub-offices throughout Ontario.
  3. The Canada Labour Code requires a minimum of 2 weeks vacation be provided to all employees.
  4. Budgets are government funded and limited.
  5. Some situations may require more than one policy.
  6. The industry standard is 2 – 3 weeks vacation for new employees.
  7. Maximum vacation is 6 weeks and is earned after 10 years employment.
  8. An average babysitting expense is \$25 per day.
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**Consider the assumptions listed above and write policies to address the following situations. You should record any additional assumptions you may make and the questions you asked in order to design the policy.**

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Situations:

- i) An employee travels out of town to a conference and is away for 4 days and 3 nights. Upon his/her return a travel expense claim is filed including meals based on the approved meal rates, car rental for a Mercedes Benz, \$500 in entertainment expenses and \$1,000 in babysitting costs. The Executive Director requests a policy to address prior approval, and provide limits for such expenses.
- ii) After completing a hiring process and making an offer to the successful candidate, the candidate requests clarification on relocation expenses, but after reviewing the policies you don't know what to tell him/her.