



Time Off in Canada

2025 PTO and Leave Practices Benchmark Report

Results from HUB International's
2025 Total Rewards Survey

September 2025



Table of Contents

Introduction	3
Methodology	4
Executive Summary and Key Takeaways	5
Pillar 1: Core Leave Foundations	7
Vacation Entitlements by Job Level	7
Sick and Personal Leave	7
Statutory and Floating Holidays	9
Life Event Leave	9
Pillar 2: Leave for Growth and Purpose	10
Development Leave	11
Volunteer and Community Engagement Leave	12
Recognition of Prior Experience	13
Pillar 3: Flexibility and Wellbeing	15
Wellness Days and Mental Health Leave	16
Discretionary Time Off (e.g., manager-granted days, early leave)	16
Pillar 4: Inclusive and Strategic Enhancements	17
Enhanced Parental Leave Top-Ups	18
New and Emerging Paid Leave Trends	18
Conclusion: A Shift Toward Human-Centric Time Off	20
Respondent Profile	22

Introduction

Paid time off is no longer just a policy, but a reflection of what an organization values.

In today's competitive labour market, Canadian employers are facing increased pressure to modernize their vacation and leave practices. Balancing operational needs with employee expectations around flexibility, equity and wellbeing has become a central challenge in total rewards strategy.

To help employers understand the current landscape, HUB International launched **its 2025 Total Rewards Survey** with a dedicated **focus on Paid Time Off (PTO) and leave programs**. With insights from **more than 400 organizations across sectors and regions**, this report benchmarks how Canadian employers are approaching everything from vacation and sick days to parental top-ups, and emerging trends like volunteer time, PTO banks and cash-out options.

What's emerging is a clear snapshot of today's policies, with signs of gradual change: While many policies remain rooted in tradition, others are becoming more human-centric, inclusive and adaptable. From flexible Fridays to personalized leave banks, employers are beginning to use time-off benefits as a lever for culture, engagement and retention.

Whether you're refining your policies or building them from the ground up, this report offers a timely benchmark to help you compare, calibrate and lead with confidence.



Methodology

This report is based on findings from HUB International's **2025 Total Rewards Survey**, conducted between May and June 2025.

The survey focused exclusively on **paid time off and leave practices**, with a detailed questionnaire exploring:

- Vacation entitlements by role and tenure
- Sick and personal leave
- Statutory holidays and floating days
- Leave cash-out and purchase options
- Volunteer time off, sabbaticals and top-ups during protected leaves
- Recognition of prior experience for vacation purposes
- Emerging practices like PTO banks and flexible scheduling

Responses were collected via a secure online form and analyzed across multiple dimensions:

1. **Organization type**, such as public, private, nonprofit, parapublic
2. **Industry sector** (e.g., finance, manufacturing, education, healthcare, tech)
3. **Workforce size**, from under 50 to more than 5,000 employees
4. **Annual revenue**, from less than \$10 million to \$500 million and above
5. **Geographic region** across Canadian provinces
6. **Internal hierarchy** of paid leave policies, such as executives, managers, professionals, and support staff

All responses were anonymized and aggregated to ensure privacy and data integrity. The result is one of the most comprehensive national snapshots of Canadian PTO and leave practices available today.

Executive Summary and Key Takeaways

The 2025 Total Rewards Survey revealed a Canadian workplace that’s holding onto many foundational paid time off (PTO) structures — while increasingly testing new approaches to flexibility, equity and employee engagement.

With responses from over 400 employers across sectors and regions, this report highlights how organizations are modernising their time-off strategies to attract, support and retain talent.

To help make the insights workable and effective, findings are organized into **four strategic pillars:**



Whether you’re refining a single policy or rethinking your time-off framework, this report offers benchmarking data and real-world insights to act with confidence.

Core Leave Foundations

Making the Basics Better

Pillar 1

Time off isn't just a legal requirement — it's a reflection of how much organisations value their people.

This pillar explores how Canadian employers structure foundational leave: vacation entitlements, sick/personal days, statutory holidays and life-event leaves. These programs remain the most visible markers of fairness, structure and trust in the employee experience.

89% of organizations offer paid sick or personal leave

Most executives receive **five to six weeks** of vacation; support staff start at three weeks

Eight to 12 statutory holidays offered annually by most employers

What This Means for Employers

Even long-standing leave policies are evolving. Employers are differentiating themselves through **earlier access, recognition of prior experience** and **flexible holiday structures**. Refreshing these basics can drive retention and signal culture alignment without major cost.

Vacation Entitlements by Job Level

A tiered vacation structure remains the norm across Canadian organizations, with paid time off increasing alongside job level. This approach reflects longstanding HR practices designed to balance equity and reward leadership accountability.

Executives and Senior Leaders

On average, executives receive five weeks of paid vacation, with some organizations offering up to six. These extended entitlements are aligned with the strategic demands and mental load of senior roles and support retention at the top level.

Mid- and First-Line Managers

Managers typically receive four to five weeks of vacation, depending on tenure or internal policies. Vacation structures at this level vary more widely based on organizational size and sector.

Professionals

Most professional-level employees are granted three to four weeks of vacation. Notably, more employers are now offering four weeks from day one, a shift that reflects growing competition for specialized talent.

Administrative and Support Staff

Support employees commonly start with three weeks of vacation, progressing to four weeks with tenure. This is the most structured group when it comes to vacation advancement over time.

Vacation Entitlement (Days) by Job Level and Years of Service

Years of Service	Executive	Management	Professional	Administrative Support
Less than 1	17.51	15.66	14.61	13.51
1 to 2	17.84	16.10	14.95	13.92
3 to 4	18.63	17.08	16.07	15.06
5 to 9	20.95	19.73	18.97	18.27
10 to 14	22.94	22.14	21.59	20.90
15 and above	24.89	24.13	23.56	23.03

n = 400

Sick and Personal Leave

Nearly 90% of participating organizations provide paid time off for personal illness or other personal reasons. These are offered either through stand-alone sick leave policies or integrated PTO models – signaling a widespread recognition of the importance of supporting employee wellbeing.

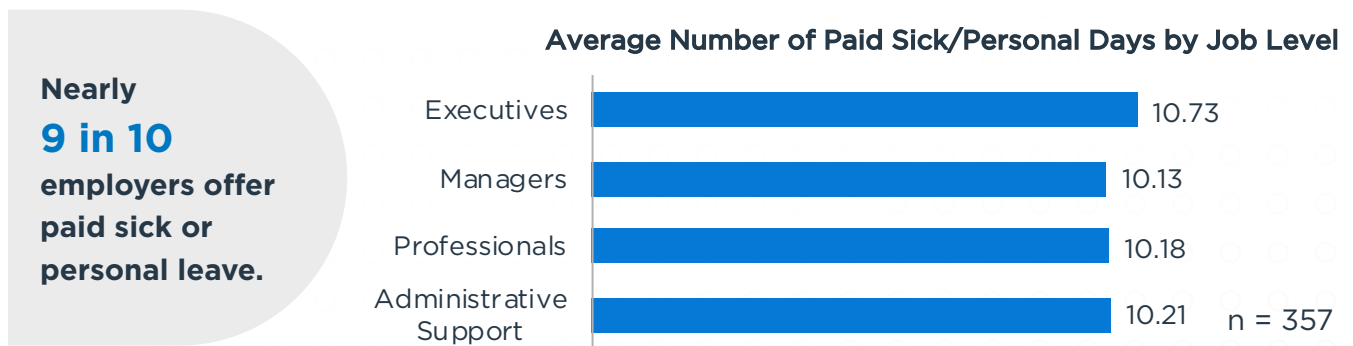
When offered, the average annual allotment is 10 days, with minimal variation across roles:

- Executives: 10.73 days
- Managers: 10.13 days
- Professionals: 10.18 days
- Administrative Support: 10.21 days

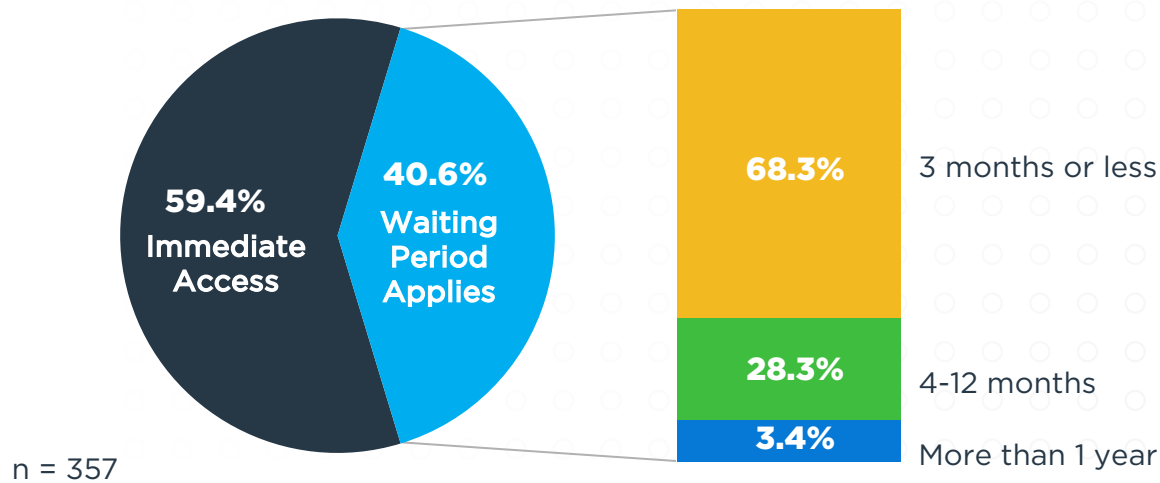
This consistency suggests a deliberate effort toward equity in short-term leave across all levels.

Notably, 59% of organizations provide access to these days from the first day of employment. Of the 41% that require a waiting period, three months is most common.

Although the survey did not differentiate between “personal” and “sick” days, the data points to increasingly flexible leave policies that allow employees to use time off according to their needs.



Most employers offer sick/personal leave within 3 months or less



Statutory and Floating Holidays

Nearly all survey respondents offer paid statutory holidays in line with — or exceeding — provincial standards. Most organizations provide between eight and 12 days annually.

Beyond the legal minimums, a growing number are adding **floating or flexible holidays**. These days allow employees to:

- Honour cultural or religious observances not captured in statutory calendars
- Celebrate personal milestones (e.g., birthdays)
- Take time off when it matters most to them

Some employers also offer **mobile holiday banks** that employees can use at their discretion.

By offering paid time off that reflects employee identity and values, these organizations are reinforcing inclusion while boosting satisfaction without increasing total PTO costs.

Life Event Leave

Paid leave for major life moments remains a core part of Canadian time-off strategy — and many employers go beyond minimum legal requirements to show their support.

○ **Bereavement Leave**

Most organizations offer three to five paid days for the loss of an immediate family member and one to two days for extended relatives. Some allow employees to extend this time using personal leave banks or unpaid days.

○ **Marriage Leave**

Typically one to three paid days, marriage leave is available in many organizations and occasionally offered to both partners if they're employed by the same company.

○ **Moving Leave**

Less common but still present in some internal policies and collective agreements, moving leave is usually offered as a single paid day per year, particularly when tied to a work-related relocation.

These practices, while modest in cost, play a meaningful role in demonstrating empathy and care during key life transitions.

Leave for Growth and Purpose

Building Loyalty Through Learning and Impact

Pillar 2

Paid time off for development and volunteering is gaining traction — and meaning.

In a purpose-driven workforce, time for learning and giving back is no longer optional. This pillar captures how organizations are using leave to support career advancement, value alignment, and equity through recognition of prior experience.

63% offer paid development leave

40% offer at least 1 day of paid volunteer time

47% recognize prior experience in vacation calculation

What This Means for Employers

Small investments in **growth and values-based leave** can return big gains in morale, loyalty, and employer brand. Whether it's one or two days for volunteering or crediting past roles, these policies show your culture supports personal and professional progress.

Development Leave

Many employers now recognize that time off for learning is a smart investment in workforce vitality. Whether driven by succession planning or individual career growth, paid development leave is gaining traction.

Organizations tend to take one of two approaches:

- **Employer-initiated:** Time off is granted as part of formal leadership or upskilling programs, especially for management development or internal mobility.
- **Employee-initiated:** Employees can request leave for relevant training, certifications or conferences, typically with managerial approval.

Leave duration varies — from a single day to several weeks — depending on the nature of the program. In many cases, the leave is fully paid when aligned with organizational priorities. Some employers also offer professional development budgets that combine paid time off with reimbursement for costs.

Together, these policies reflect a growing commitment to continuous learning and internal talent development.

63% of Employers Offer Paid Leave for Learning and Development

Response	Percentage of Organizations
Yes	62.76%
No	37.24%

n = 384

How Employers Structure Development Leave: Duration and Flexibility

Leave Type or Comment	Percentage of Organizations
1 to 5 days	17.24%
5 to 10 days	5.17%
Discretionary	24.14%
PTO 50% course time	1.72%
PTO as required	15.52%
Relevant work training	27.59%
Tuition and PTO	1.72%
Via flexible PTO	6.90%

n = 58

Volunteer and Community Engagement Leave

Paid volunteer leave is on the rise, signaling stronger alignment between corporate values and employee purpose.

Employers are offering one to two paid days per year for community involvement. This time can be used for:

- Independent volunteering
- Participation in company-sponsored initiatives (e.g., food drives, mentoring, cleanup efforts)
- Activities tied to nonprofit or social partnerships

Some employers even allow these days to be taken in smaller increments (e.g., half-days or hours) to promote flexibility.

As more organizations embed ESG and DEI goals into their culture, paid volunteer leave is becoming a meaningful way to build pride, boost engagement, and enhance employer brand, especially for purpose-driven talent.

4 in 10 Employers Offer Paid or Unpaid Volunteer Time

Response	Percentage of Organizations
Yes	39.75%
No	60.25%

n = 400

Among Volunteer Time Off (VTO) Providers, Most Offer Paid Days for Volunteering

Response	Percentage of Organizations
Yes, paid	65.16%
No, unpaid	34.94%

n = 166

How Employers Structure VTO

VTO Format	Percentage of Organizations
1 day	33.33%
Specific events	21.21%
2 days	15.15%
Discretionary	9.09%
0.5 days	4.04%
3 days	4.04%
4 days	3.03%
1 day - Specific event	2.02%
2.5 days	2.02%
6 days	2.02%
15 days - Specific events	1.01%
5 days	1.01%
7 days	1.01%
Via flexible PTO	1.01%

n = 99

Recognition of Prior Experience

Many employers now formally recognize prior work experience when determining vacation entitlements, which represent a growing equity tool in the race for talent.

For professionals and managers, previous experience is often fully credited toward both starting salary and vacation accrual. Executive hires typically benefit from automatic recognition, often negotiated as part of broader total rewards.

Recognition for administrative roles is more variable and may be contingent on sector relevance or specific duties.

Several respondents cited formal frameworks (e.g., “one year of relevant experience = one year of credited service”) as a way to standardize and promote fairness in this process. Others allow greater discretion, particularly for specialized or leadership roles.

In today’s competitive market, this practice is becoming a strategic lever for attracting experienced talent and offering accelerated benefits without increasing costs.

47% of Employers Credit Prior Experience Toward Vacation Entitlement

Response	Percentage of Organizations
Yes	46.5%
No	53.5%

n = 400

Recognition of Experience by Job Level: Executives Most Frequently Credited

Job Level (n)	Yes (%)	No (%)
Executives (227)	76.21%	23.79%
Management (230)	76.96%	23.04%
Professionals (223)	65.92%	34.08%
Administrative (214)	50.90%	49.10%

From Negotiation to Full Credit: How Experience Influences Leave

Method	Percentage of Organizations
Negotiated upon hire	53.10%
Full credit	32.41%
Partial credit	8.28%
Full credit accrued within company	2.07%
Senior hires only	2.07%
Same for every new hire	1.38%
Hourly/Salaried discretionary	0.69%

n = 145

Flexibility and Wellbeing

Shifting from Time Off to Time That Works

Pillar 3

Employees don't just want more time off — they want more control over when and how they take it.

From early Fridays to PTO banks, this pillar explores the rise of flexible and wellbeing-driven leave models that are designed to prevent burnout, boost focus, and reflect trust.

44 organizations reported using at least one flexible format

One to two wellness days per year without justification are becoming more common among employers

Top formats: compressed weeks, summer hours, early leave

What This Means for Employers

Flexibility is fast becoming a core expectation. Employers that offer **discretionary time**, **seasonal models**, or **wellbeing days** demonstrate empathy — and often outperform in engagement and retention.

Wellness Days and Mental Health Leave

A growing number of organizations are formalizing paid time off to support employee wellbeing, often going beyond traditional sick leave to encourage proactive rest and mental recharge.

Common formats include:

- **One to two “wellness” or “mental health” days** per year with no documentation required
- **Floating personal days** to accommodate unplanned needs or prevent burnout
- **Shortened workdays or early closures**, especially around long weekends or during summer

While policies vary, the message is consistent: Taking care of your mental health is not just allowed but encouraged. These emerging practices reflect a shift toward a more human-centric workforce design.

Discretionary Time Off (e.g., manager-granted days, early leave)

Employers are also embracing new time-off structures to improve flexibility and work-life balance — especially during high-stress periods or seasonal slowdowns.

Survey highlights:

- **10 organizations offer full Fridays off**, typically through compressed workweeks or summer hours
- **Nine provide shortened Fridays**
- **Six grant discretionary paid days** tied to performance, morale, or leadership decision
- **Six allow early departures before holidays**
- **Six have adopted 4-day workweeks**
- **Three offer fully flexible PTO banks**
- **Others cite reduced summer hours or personalized scheduling**

In total, 44 organizations report implementing at least one flexible leave model, demonstrating a clear appetite for policies that support both productivity and wellbeing.

Inclusive and Strategic Enhancements

Designing Leave That Reflects the Modern Workforce

Pillar 4

Not all employees need the same types of time off — and today's best policies reflect that.

This pillar covers parental top-ups, cultural days, and personalized leave that meet employees where they are in life. These enhancements go beyond compliance to showcase care, inclusion, and strategic intent.

Parental top-ups range from **70%** to **100%** of salary for eight to 18 weeks

53 organizations offer additional leave types (e.g., birthday, civic, cultural)

What This Means for Employers

Modern leave design considers **family structure, life stage and identity**. Enhancing parental leave, adding optional days or acknowledging civic participation builds a stronger bond with a more diverse workforce.

Enhanced Parental Leave Top-Ups

Top-up policies are fast becoming a competitive differentiator — especially in sectors where talent attraction and retention are top priorities.

Among employers that offer top-ups:

- **Salary coverage ranges from 70% to 100%**
- **Typical durations span from eight to 18 weeks**
- **Eligibility often begins after six to 12 months of service**, though some offer access from day one

Importantly, these programs are expanding in scope. More organizations are extending eligibility to both parents, including adoptive families and same-gender partners, reflecting a growing commitment to equity and inclusion in family support.

Enhanced top-ups signal that employers see parenthood not as a disruption, but as a valued chapter in the employee experience.

New and Emerging Paid Leave Trends

In addition to standard leave categories, many employers are introducing specialized time-off options that reflect their organizational culture, values, and workforce priorities.

Among the most common:

- **Birthday Leave:** Eight organizations offer a paid day off to celebrate an employee's birthday — simple, symbolic, and highly appreciated.
- **Family and Adoption Leave:** Five employers provide additional paid time off for caregiving or welcoming a new child, beyond standard parental benefits.
- **Cultural or Civic Leave:** Two employers offer time off for cultural observances, military duty, or civic responsibilities like voting, which reinforces inclusion and citizenship.
- **Tailored Leave Options:** Some organizations grant **custom paid leave** for unique life events or exceptional circumstances, based on manager discretion or employee request.

In total, 53 mentions of additional paid leave were recorded, illustrating a clear trend: Organizations are increasingly using time-off design to differentiate their culture and better align with employee expectations.

How Employers Are Building Flexibility into the Workweek

Flexible Leave Type	Percentage of Organizations
Compressed for Fridays off*	22.73%
Friday half-days	20.45%
Four-day work week	13.64%
Discretionary	13.64%
Early leave before holiday	13.64%
Via flexible PTO	6.82%
Compressed for Friday half-day*	4.55%
Reduced summer hours	4.55%

n = 44

Beyond the Basics: 53 Mentions of Additional Paid Leave Types

Additional Paid Leave Types	Percentage of Organizations
Family and Parental Leave	32.08%
Birthday and Milestone Leave	22.64%
Flexible or Discretionary Leave	15.09%
Civic, Cultural and Community Leave	15.09%
Medical and Compassionate Leave	7.55%
Education and Training Leave	3.77%
Relocation Leave	1.89%
Alternative Work Schedule Leave	1.89%

n = 53

***Compressed workweek (flex schedule):** A flexible arrangement where employees work the same total hours in fewer days, creating a longer weekend or regular partial day off.



Conclusion

A Shift Toward Human-Centric Time Off

The 2025 survey confirms that Canadian employers are expanding beyond minimum compliance — introducing time-off policies that better reflect employee needs, cultural values, and organizational identity.

Across Canada, employers are moving beyond compliance, designing time-off policies that are more flexible, more inclusive, and more human. This evolution is reflected in four key pillars:

- **Core Leave Foundations** are being refreshed to reflect equity and operational realities.
- **Leave for Growth and Purpose** supports engagement, learning, and alignment with values.
- **Flexibility and Wellbeing** helps prevent burnout and fosters autonomy.
- **Inclusive and Strategic Enhancements** show that modern policies respect life stage and identity.

Together, these pillars form a blueprint for modern workforce design in which time off becomes a lever for culture, connection, and competitive advantage.

For HR and Finance leaders, this report offers a roadmap to benchmark with clarity, identify meaningful gaps, and take action with purpose.

Better Insights Lead to Better Leave Strategies

HUB International's 2025 Total Rewards Survey highlights where employers have opportunities to modernise their time-off programs and better align with employee needs. At HUB, we believe the most effective approach to paid leave and Total Rewards is built on a deep understanding of what matters most, informed by data, shaped by strategy, and grounded in real-world context.

For HR and Finance leaders looking to close the gap between policy and practice, the next step is to combine benchmarking insights with tailored advisory support.

For More Information

To dive deeper into the findings from HUB International's 2025 Total Rewards Survey, and explore how your time-off strategy compares, connect with a HUB advisor. Whether you're looking to modernize vacation policies, introduce flexible leave models, or align programs with workforce expectations, our Total Rewards specialists are here to help you navigate change and drive meaningful impact for your people.

Want to explore the broader Total Rewards landscape? Check out the Workforce Vitality Gap Index.

If you're looking to expand beyond time-off trends and explore broader gaps in benefits strategy, don't miss HUB International's **2025 Workforce Vitality Gap Index**.

This companion report takes a deeper look at how well employer benefit offerings align with what employees truly value, from financial wellness and mental health to flexibility and workplace culture. It's a must-read for HR and Finance leaders seeking to drive engagement, retention, and ROI across the full Total Rewards spectrum.

Dive into the data and discover how you can better meet employee expectations while advancing business goals.



HUB International 2025 Workforce Vitality Gap Index

Lost in Translation: Why Employee Benefits Programs Fall Short and How Data-Driven Employee Insights Can Fix It

Risk & Insurance | Employee Benefits | Retirement & Private Wealth

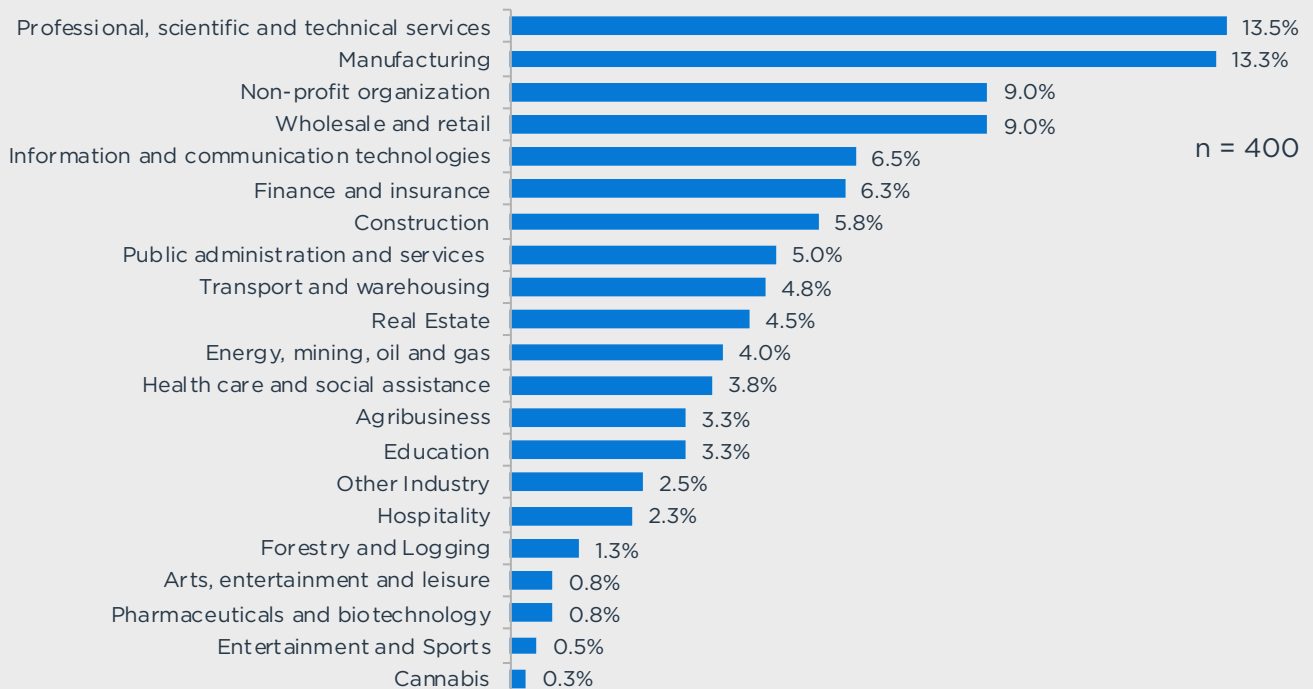
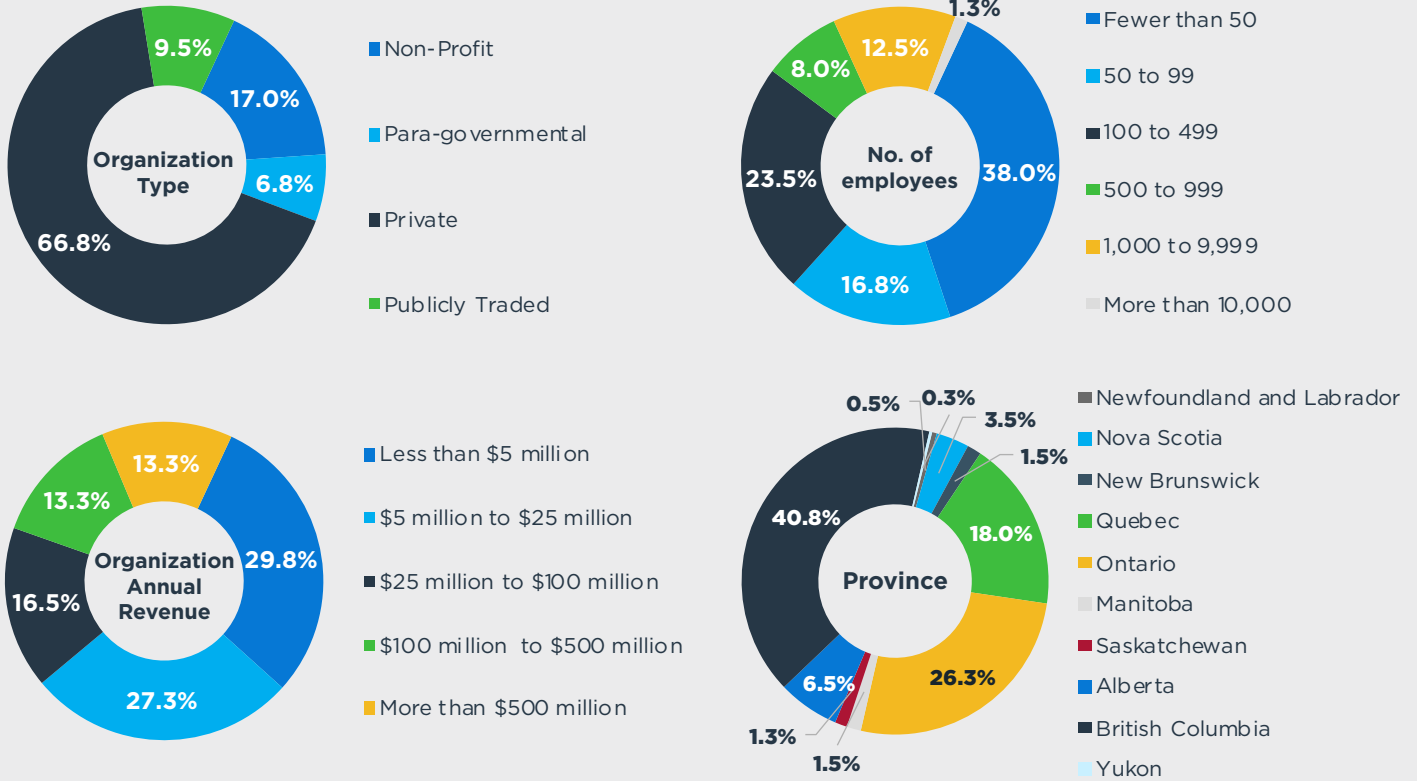


Explore the Workforce Vitality Gap Index

Respondent Profile

This benchmarking report is based on input from more than 400 Canadian employers across a broad range of sectors and regions. Responses reflect a diverse mix of organizational types, sizes, and operating realities.

Respondent Breakdown



Hi, we're HUB.

When you partner with HUB, you're at the centre of a vast network of experts who will help you improve your profitability, enhance the vitality of your workforce and remain resilient into the future. For more information on how to manage your insurance costs, reduce your risk and take care of your employees, talk to a HUB advisor. We're here to help.

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employees



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