

## How to Conduct a Vacation Day Incentive Draw

### What is a Vacation Day Incentive Draw?

A vacation day incentive draw presents a unique opportunity to encourage payroll donations with vacation days that are donated by your agency/ministry's leadership team. Federated Health Charities' will randomly select winners of pre-determined vacation day(s) based on the parameters set out by the campaign team.

### How to Conduct a Vacation Day Incentive Draw

#### Step 1: Plan the logistics

**Approvals:** Obtain internal approval to conduct the draw. Consult with your Federated Health Charities' Campaign Executive Lead to determine approval process within your organization.

**Vacation Day Donations:** Ask your organization's leadership team for donations of vacation days. Track days received and who donated them.

**Finalize Prizes:** Identify the total number of days you have available to give away and how you would like to distribute them to create prizes. (ex. if you received 10 days' worth of vacation, do you want to give away 2 prizes of 5 days each? Or do you want to give away 5 two-day vacations?).

**Establish Parameters.** Outline the criteria that will qualify donors to be entered in the draw. This might include minimum donation to qualify, donation deadline, method of donation required, etc. (ex. Any donation of more than \$2 per pay or a total of more than \$50.)

Connect with your HR branch to confirm any agency/ministry requirements for the draw (ex. the winner must use the vacation days before the end of the year, that the days cannot be cashed out or carried over). These requirements can vary in each ministry/agency, so ensure you talk to your human resources team to determine the restrictions you need to include in the draw and make sure you include these in the "fine print" in your communications.

**Communications Strategy.** Map out where, when and how you will communicate this and ensure everyone on your campaign team (including volunteers) has the

information to share across your organization.

## Step Two: Complete the draw

**Share Details.** To arrange the draw, please Contact Federated Health Charities' Manager of Finance & Admin, Tatyana Parfenyuk at [Tatyana.Parfenyuk@ontario.ca](mailto:Tatyana.Parfenyuk@ontario.ca), to share the parameters of your draw, including how many winners need to be drawn, your minimum donation, and your donation deadline. Federated Health staff will conduct the draw to allow details of payroll donations to remain private.

**Confirm Timelines.** Federated Health Charities will let you know when we will be able to draw your winner(s) and when you can expect to announce the result based on your donation deadline. **Please confirm the announcement date with Federated Health Charities before promoting to your organization. There are timelines to be followed to conduct the draw that determine when you can announce your winner.**

## Step 3: Award the Vacation Days

**Tell the winner(s).** Once selected, inform winners and their managers of the draw outcome and provide instructions for claiming the prize.

**Transfer the vacation credit.** The vacation credits do not actually “transfer” (from the donor to the winner) in WIN. There is a two-step process for awarding the days:

- (1) The donor must enter a request for vacation day(s) in WIN for a day that they are NOT on vacation but are working. This accomplishes the task of them “giving the day away”. This completes the donation of a vacation day.
- (2) Issue a letter/email to the winner and their reporting manager that provides the details of the prize. See [TEMPLATE – Letter to Management for Vacation Day](#) and [TEMPLATE – Letter to Vacation Day Winner](#) for examples. The awarded days will not be added to the winner's WIN credits. The manager and winner will request the day using their established process for requesting a vacation day and track its usage manually. This accomplishes the task of “awarding the days”.

**Thanks & Appreciation.** Please send a Thank You letter/email to vacation day donors. See [TEMPLATE – Thank you to vacation day donor](#).