Vacation Policy Procedures

Contact Officer: Director, Client Services Team and Organizational Development & Learning, Human Resources

Purpose

The Vacation Policy Procedures have been created to support the Vacation Policy and to provide a clear statement of the principles to be considered for ensuring that the University complies with the Vacation Policy and adheres to the Employment Standards Act and the applicable collective agreement(s).

Procedures

Accrual

1. Employees accrue vacation in accordance with Appendix A of the Vacation Policy, from January 1 – December 31 of each calendar year, and use their Entitlements during the Accrual Period. In circumstances where an employee is granted an Entitlement in excess of Appendix A, the employee’s Entitlement will be as outlined in the contract of employment, and will follow the schedule of increases in accordance with Appendix A.
   a. For example, an employee who is entitled to 20 days of vacation after one year of completed continuous service would be entitled to 21 days of vacation after three years of completed continuous service.
2. For employees other than those in continuing, full-time appointments, vacation Entitlements will be pro-rated.

Carry-Over

1. The University’s policy is that Entitlements be used in the Accrual Period, though Carry-Over of up to five days of vacation may occur if:
   a. The department head/designate grants an employee’s written request for Carry-Over, to a maximum of five days; or
   b. Exceptional operational circumstances prevented the utilization of vacation days.
2. However, in no circumstance can an employee utilize fewer than ten of their vacation days, or the pro-rated equivalent of those ten days for new employees, continuing part-time employees, continuing term employees or reduced responsibility employees, in a calendar year.
3. Requests to carry over vacation will generally be submitted to the department head/designate in writing no later than November 1 of the Accrual Period.
4. If Carry-Over is granted, the employee is expected to use the Carry-Over as well as the full Entitlement in the subsequent calendar year. Carry-Over in excess of five days may be approved in exceptional circumstances related to operational requirements, and requires written approval from the appropriate Vice-Principal.

Management Responsibilities

1. Department heads/designates are responsible for ensuring that vacation taken by employees is entered into the Time & Labour system on a monthly basis by the departmental timekeeper, prior to payroll cut-off dates, to ensure the maintenance of current and accurate of timekeeping records.

Vacation Policy Procedures – 2016-05-30
2. Vacation time taken and/or scheduled for the month of December must be entered into the Time & Labour system prior to the December payroll cut-off date.

3. Department heads/designates will make reasonable efforts to schedule employee vacations as requested, considering the applicable collective agreement(s) and the operational requirements of the department. However, it is the responsibility of the department head/designate to make every effort to ensure that employees use all of their Entitlements in the Accrual Period; therefore, in cases where there is not mutual agreement between the employee and the department head/designate, the department head/designate may schedule an employee’s vacation on their behalf or payout unused Entitlements in excess of ten days (or the prorated equivalent of those 10 days) in accordance with departmental procedures and the applicable collective agreement(s).

Relationship to Leaves of Absence

1. Where an employee has taken an unpaid leave of absence (not including maternity or parental leave) for a period or periods exceeding one month, vacation Entitlements will be pro-rated for the period or periods actually worked.

2. Employees will continue to accrue vacation during maternity and parental leaves.

3. If during an employee’s vacation, there should occur a serious illness or accident requiring hospitalization or confinement to bed for a period of five days or more, which is supported by Substantiated Medical Documentation (as defined in the Return to Work Policy), then sick leave may be substituted for vacation.

4. Similarly, where entitlement to Bereavement Leave is established, such leave will be substituted for previously scheduled vacation.

New Hires/Terminations/Transfers

1. When an employee transfers to a new department, their Carry-Over and any accrued Entitlements will be the responsibility of the department in which they were earned. The department head/designate of both departments must make arrangements to schedule existing Carry-Over and any accrued Entitlements prior to the transfer and/or transfer funds equivalent to the Carry-Over and any accrued Entitlements.

2. Employees hired in the first half of the month will accrue a full day for that month; employees hired in the second half of the month will accrue one half day.

3. The vacation payout that an employee receives upon termination will be pro-rated based on their service within that year. Employees terminating in the first half of the month will be entitled to a half-month’s worth of accrual. Employees terminating in the second half of the month will be entitled to a whole month’s worth of accrual.
   a. For example, an employee whose annual Entitlement is 20 days, and who terminates on May 10, and has not used any vacation within that year, will be paid out for 7.5 days of vacation (20 / 12 x 4.5).

4. Department heads/designates are expected to schedule employees’ unused Entitlements prior to their termination date. Where such arrangements are not practicable, the value of the outstanding Entitlements will be paid out on the employee’s final pay.

Date Approved:
Approval Authority: Vice- Principals’ Operations Committee

Vacation Policy Procedures – 2016-05-30
Related Policies and Procedures:

- Vacation Policy
- Supported Maternity Leave Policy
- Unsupported Maternity Leave Policy
- Supported Parental Leave Policy
- Unsupported Parental Leave Policy
- General Leave Without Pay Policy
- Reduced Responsibilities Policy
- Recruitment and Selection Policy
- Retirement Policy
- Return to Work Policy
- Observed Holidays Policy
- Termination Policy