

VACATION LEAVE

Effective Date: April 22, 2002

Originating Office: Human Resources

Supersedes /Amends: B-22

Policy Number: HR-14

SCOPE

This policy applies to all employees of the University unless specific provisions of a Collective Labour Agreement or Protocol apply. For permanent part-time employees, the benefits outlined in this policy shall be pro-rated to the regularly scheduled hours of work of the part-time position.

DEFINITION

For the purpose of this policy, the following definition applies:

“Continuous service” is defined as the period during which an employee has been employed by the University on an ongoing basis since the date of his last hire.

POLICY

1. All employees are entitled to an annual paid vacation leave earned during the previous fiscal year of June 1 to May 31. This paid vacation leave entitlement is to be taken during the following fiscal year, starting June 1.
2. The total duration of the annual vacation and of an extension shall not exceed nine (9) weeks within any one fiscal year.
3. The vacation entitlement for permanent employees and for temporary employees with a contract of more than twelve (12) months of continuous service is as follows:
 - a. Less than one year of continuous service as of June 1 - two (2) working days of paid vacation per month of continuous service up to a maximum of twenty-two (22) days. For the purpose of this provision, when hired before the sixteenth (16) day of the month, the month of hire is considered as one (1) complete month of service;

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- b. From one year to twenty (20) years of continuous service as of June 1 - twenty-two (22) days of paid vacation;
 - c. Twenty-one years of continuous service and more - twenty-five (25) days of paid vacation.
4. The vacation entitlement and indemnity are as follows for casual employees and for temporary employees with contracts of less than twelve (12) months of continuous service, in accordance with the provisions of the Act respecting Labour Standards:
- a. Less than one year of continuous service as of June 1 - one (1) working day of vacation per month of continuous service up to a maximum of ten (10) days. For the purpose of this provision, when hired before the sixteenth (16) day of the month, the month of hire is considered as one (1) complete month of service. The indemnity paid is equal to 4% of gross wages earned during the reference year. Part-time employees have their entitlement and benefit pro-rated to the hours worked.
 - b. From one year to five (5) years of continuous service as of June 1 - ten (10) days of vacation. The indemnity paid is equal to 4% of gross wages earned during the reference year.
 - c. Five (5) years of continuous service and more - fifteen (15) days of vacation. The indemnity paid is equal to 6% of gross wages earned during the reference year.

Banking of vacation - Permanent employees

- 5. With the permission of the Department Head, an employee may carry a maximum of ten (10) vacation days from one year to the next, and this for two (2) consecutive years. This accumulated vacation must be taken at the latest in the third year.
- 6. The request for such banking must be submitted to the Department Head no later than March 1 of the vacation year in which it is banked. At that time, an indication of when the extended vacation is planned must be given.

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Paid Holiday

7. When a paid holiday falls within a vacation period, it will not be counted as part of the vacation entitlement.

Pay for Vacation leave

8. Payment for the vacation leave for permanent and temporary employees with a contract of more than twelve (12) months is made at the rate of the salary paid at the time the vacation is taken.
9. Payment for the vacation leave of casual employees is included with every pay.
10. Vacation entitlement is not redeemable in money under any circumstances except upon termination of employment.

Scheduling

11. Scheduling of vacation is the responsibility of the Department Head who ensures that all employees are given their full vacation entitlement while taking into account the maintenance of efficient departmental service, seniority and the preference of employees. These same criteria will apply should an employee request that his vacation leave be divided into two or more periods.
12. The vacation schedule and any extensions are agreed to and confirmed by the immediate supervisor in advance.

Extension of Vacation leave

13. After agreement with the immediate supervisor, the employee may prolong the vacation leave with a leave without pay of a maximum of two (2) weeks provided the criteria mentioned in paragraph 8a of this policy are satisfied.

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Deferred Vacation

14. An employee unable to take his vacation at the scheduled time due to illness or accident occurring before the beginning of the vacation leave may defer the vacation to a date agreed upon with the immediate supervisor.
15. An employee hospitalized during his vacation period as a result of illness or an accident may defer the remaining period of the vacation leave to a date agreed upon with the immediate supervisor. The employee must submit upon his return to work a medical certificate confirming the hospitalization, as specified in policy *Attendance* ([HR-32](#)).

Vacation entitlement and absences

16. An employee who, during the year, has been absent from work for one or other of the following reasons accumulates vacation entitlement as follows:
 - a. *Disability leave* - The employee accumulates vacation entitlements during short term disability leave only.
 - b. *Maternity, Paternity and Adoption leave* - The employee accumulates vacation entitlements during these leaves but not during the unpaid Parental leave.
 - c. *Lay-off* - The vacation entitlement is prorated to the number of months worked during the period of reference.
 - d. *Leave without pay* - When the leave without pay exceeds one (1) month, the vacation entitlement is prorated to the number of months worked during the period of reference.
 - e. *Deferred Salary Leave Plan* - The employee does not accumulate vacation entitlements during the period of absence.