103 Vacation Leave, Professional & Managerial Staff

Revised: August 2024

1. Effective January 1, 2024 the vacation schedule will be as follows:

- 22 days per year (accrual of 1.83 days per month) from start date
- 23 days per year (accrual of 1.92 days per month) in the year the employee completes 8 years of service
- 24 days per year (accrual of 2.00 days per month) in the year the employee completes 12 years of service
- 26 days per year (accrual of 2.17 days per month) in the year the employee completes 16 years of service
- 30 days per year (accrual of 2.50 days per month) in the year the employee completes 25 years of service

2. On January 1 of each year, employees accumulate vacation credits based on how many years of service they will complete that year.

If an employee terminates, the University will deduct from the final pay any amount previously paid for used but unearned credits.

3. Employees may not use vacation credits in their first six months of employment, although they earn vacation credits during this time.

4. After one month of unpaid status, vacation credits cease to accrue. However, vacation credits continue to accrue during maternity, adoption, and parental leaves, during the first twenty-six (26) weeks on Long Term Disability (LTD), and during the first six months on Workplace Safety and Insurance Board (WSIB) benefits.

5. Ontario legislation requires that all employees take at least two (2) weeks or three (3) weeks' vacation per year depending on their length of service. Employees with less than five (5) years of service must use at least ten (10) days of their vacation credits during the year in which it was earned. Employees with five (5) or more years of service must use at least fifteen (15) days of vacation in the calendar year in which it was earned.

6. With advance written approval of the Department Head, an employee may carryover a maximum of thirty (30) days unused vacation to the following year. An employee should take carryover vacation within ten (10) months of the start of the year. In circumstances where an employee has accumulated in excess of thirty (30) days and is unable to schedule the vacation, Staff Relations will work with the employee and thier supervisor, to develop a mutually agreeable plan to schedule and utilize that excess carryover. (Where necessary, this plan may incorporate up to three (3) calendar years to eliminate the excess accumulated vacation.)

7. An employee may submit a request to their Department Head for the pay-out of all or a portion of any accrued and unused vacation being carried forward into the following year. The approval or denial of such requests shall be determined by the Department Head in consultation with the Associate Vice-President, Human Resources, or designate, and will be at the sole discretion of the University.

8. In scheduling vacations, the University will consider the wishes of employees, but reserves the right to schedule vacations in accord with operating requirements.

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