

103 Vacation Leave, Professional & Managerial Staff

Effective:

Revised: August 2004

1. Effective January 1, 2005 the vacation schedule will be as follows:

- 1.25 (15 days/yr) from start date to the beginning of the calendar year in which the employee completes 2 years of service
- 1.83 (22 days/yr) in the year the employee completes 2 years of service
- 1.92 (23 days/yr) in the year the employee completes 8 years of service
- 2.00 (24 days/yr) in the year the employee completes 12 years of service
- 2.17 (26 days/yr) in the year the employee completes 16 years of service
- 2.50 (30 days/yr) 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 started on 01 September 1999, vacation would be as follows:

Sep - Dec 1999 4 mo x 1.25 days/mo 5 days

Effective 1 Jan 2000 12 mo x 1.25 days/mo 15 days for 2000

Effective 1 Jan 2001 12 mo x 1.83 days/mo 22 days for 2001

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 26 weeks on Long Term Disability, and during the first six months on WSIB benefits.

5. Ontario legislation requires that all employees take at least two weeks vacation per year when so entitled. With advance written approval of the Department Head, an employee may carryover a maximum of 30 days unused vacation to the following year. An employee should take carryover vacation within ten months of the start of the year. Professional staff may not cash-in unused vacation on regular retirement or employee-initiated retirement. In circumstances where an employee has accumulated in excess of 30 days and is unable to schedule the vacation, Employee Relations will work with the employee and his/her supervisor, to develop a mutually agreeable plan to schedule and utilize that excess carryover. (Where necessary, this plan may incorporate up to 3 calendar years to eliminate the excess accumulated vacation.)

6. If an employee has certifiable sick leave during a vacation, it is appropriate for the Department to record the sick time as sick leave and reinstate the corresponding vacation credit.

7. 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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