

## 204 Vacation Leave, Support Staff

### Revised March 2006

1. Vacation credit for support staff during the calendar year which completes the continuous employment of	vacation	monthly equivalent
1 year	10 days	0.83 days
2 years	15 days	1.25 days
5 years	16 days	1.33 days
6 years	17 days	1.42 days
7 years	18 days	1.5 days
8 years	20 days	1.66 days
12 years	21 days	1.75 days
14 years	22 days	1.83 days
16 years	24 days	2.0 days
17 years	25 days	2.08 days
23 years	26 days	2.16 days
28 years	30 days	2.5 days

2. Vacation credit does not accrue beyond one month of unpaid status.

3. Vacation credit accrues during maternity and adoption leaves (see policy 501.5 and 501.7) and in the first 26 weeks of Long Term Disability benefits and during the first six months on WSIB benefits.

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

5. In scheduling vacations, the University will consider the wishes of employees, but reserves the right to schedule vacations to meet operating requirements.

6. The University will not grant or schedule a vacation before an employee completes 6 months of continuous employment.

7. The vacation credit for new employees in their first calendar month is:

- a) for those who began work on the 1st through the 14th day of the month, full vacation credit for the month;
- b) for those who began work on the 15th through the last day of the month,  $\frac{1}{2}$  of the normal credit for the month.

8. The vacation credit for employees terminating with the University, for their last calendar month of employment is:

- a) for those terminating on the 1st through the 14th of the month,  $\frac{1}{2}$  of the normal vacation credit for the month;
- b) for those terminating on the 15th through the last day of the month, full vacation credit for the month.

9. An employee must use at least ten (10) days of her/his vacation credits during the year in which it was earned.  
[Content updated 2006 March 22]

10. In extenuating circumstances that prevents the employee from taking her/his carried over vacation, the employee's supervisor may agree to:

- (i) allow the carried over vacation to carry forward into the next vacation year;

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OR

(ii) cash out the carried over vacation credits. [Content updated 2006 March 22]

11. When an employee terminates employment with the University, the University will pay the cash equivalent for the portion of vacation credits earned but unused on the termination date. This does not apply to retirements, which are not terminations.

12. If an employee has a certifiable illness during a vacation, the Department may record it as sick leave and reinstate the corresponding vacation credits.

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