



Vacation Entitlement and Scheduling

(Administrative-Professional Staff)

Category: Human Resources
Number:
Approval: Associate Vice-President, Human Resources
Effective Date: January 1, 2011
Next Review: January 2013

APPLICATION/ELIGIBILITY: This policy applies to all non-unionized Administrative-Professional staff members in the employee groups I to Q (herein referred to as "A/P staff members").

INTRODUCTION: This policy will confirm vacation entitlements for A/P staff members and outline the University's policy in regard to the scheduling and carry forward of vacation.

VACATION ACCRUAL DATE: For the purposes of determining vacation entitlement, each A/P staff member has a "vacation accrual date". The vacation accrual date is based on a staff member's first day of employment in an A/P position.

ENTITLEMENT: Vacation is earned throughout the course of the calendar year based on the scheduled listed below. Vacation may be scheduled at any time during the year with the understanding that staff members who leave the University's employ part way through a calendar year are responsible for reimbursing the University for vacation taken but not earned (see "Resignation/Retirement" below).

The vacation year is January 1st to December 31st and vacation must normally be used by December 31st each year.

Annual vacation entitlement is pro-rated for part-time and/or seasonal staff members.

Vacation entitlement is based on full calendar years of service (i.e. January 1st to December 31st). Eligible staff members are entitled to the following paid vacations each year:

Calendar Years of Service Completed by Employee	Number of Paid Vacation Days
In the 1 st partial calendar year of service	1.25 working days/full month
In the 1 st and 2 nd full calendar year of service	15 working days/year
In the 3 rd through 15 th full calendar year of service	20 working days/year
In the 16 th full calendar year of service	21 working days/year
In the 17 th full calendar year of service	22 working days/year
In the 18 th full calendar year of service	23 working days/year
In the 19 th full calendar year of service	24 working days/year
In the 20 th through 29 th full calendar year of service	25 working days/year
In the 30 th and subsequent full calendar year of service	30 working days/year

SCHEDULING: Vacations must be scheduled at times mutually agreed to by the employee and their supervisor. In many cases, the busy workplace does not lend itself to easily arranging time away; however, staff members have a right to take vacation and the employee and supervisor should ensure that work is managed in a way that allows vacation time to be taken without causing undue disruption to the

department. Every effort should be made to consider a staff member's desired vacation times are taken into consideration; however, not all requests can be granted and vacation requests may have to be rescheduled if operational requirements are not able to be reasonably met as a result of the vacation.

RECORD KEEPING: Practices with respect to maintaining attendance records are determined and managed by supervisor(s) and the Dean/Division Head. To maintain individual records, a blank attendance record form may be found on the Human Resources and Environment, Health & Safety website (<http://www.brocku.ca/hr-ehs/hreh-forms>).

CARRYING FORWARD VACATION: The University's policy is that vacation entitlements must be used in the calendar year in which the staff member earns the vacation and normally cannot be carried forward to a subsequent calendar year. The employee and the supervisor share a joint responsibility to ensure that vacation entitlements are used each calendar year. However, circumstances beyond a staff member's control may arise that prevent the use of all vacation earned in a particular year. In such cases, the staff member may request to carry forward earned but unused vacation into the next calendar year. Approval of such requests should be the exception and approved only in circumstances that prohibit the employee, for reasons beyond their control, from using all of their vacation. Requests and approvals should be in writing, and should detail when the carry forward vacation will be used. The approval of the employee's supervisor, appropriate Division Head and Human Resources is required in these circumstances.

RESIGNATION/RETIREMENT: If a staff member's employment with the University ends prior to the end of the calendar year, vacation entitlement will be prorated to reflect time worked during the calendar year. If all or part of vacation earned to date has not been taken, arrangements should be made to ensure it is used prior to the staff member's end date. In situations where such arrangements are not possible, the balance of this earned vacation will be added to the employee's final pay. Vacation taken but not earned will be deducted from the employee's final pay.

GENERAL: This policy is intended to comply with the provisions of any relevant and applicable legislative requirements. If this policy conflicts with the provisions of any relevant and applicable legislation, the legal requirements set forth in the legislation will prevail. Should you have any questions regarding the applicability of this policy, please contact the Office of Human Resources and Environment, Health & Safety.