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Name:	Vacation Leave Policy – Administrative, Professional and Confidential Staff
Policy Number:	6-2009
Origin:	Human Resources
Approved:	July 14 2008
Issuing Authority:	Vice-President, Administration
Responsibility:	Director, Human Resources
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Vacations are pre-planned breaks from the workplace, mutually arranged between managers and staff members and meant to provide an opportunity for refreshment and rejuvenation.

Vacation is an entitlement, not a privilege, and it is the responsibility of both the staff member and manager to ensure that all vacation credits are taken within the appropriate vacation credit year.

A. VACATION YEAR:

Annual vacation periods shall be assigned and taken within the vacation year July 1st to June 30th depending on department operational requirements.

B. ELIGIBILITY:

All regular full-time and regular part-time Administrative, Professional and Confidential Staff are entitled to annual paid vacation. Annual vacation will be earned on the following basis:

1. Administrative & Professional Staff:

- (a) employees who have less than ten (10) years of service, one and one-quarter (1-1/4) days per month to a maximum of fifteen (15) working days.
- (b) employees who have more than ten (10) years of service but less than twenty (20) years of services, one and two-thirds (1-2/3) days per month to a maximum of twenty (20) working days;
- (c) employees who have twenty (20) years or more of service, two and one-twelfth (2-1/12) days per month to a maximum of twenty five (25) days;
- (d) employees who are in Group 8 or above of the Administrative/Professional salary band and have less than twenty (20) years of service, earn one and two-thirds (1-2/3) days per month to a maximum of twenty (20) working days.

2. Confidential Staff:

- (a) employees commencing with the University during one vacation year will accumulate one and one-quarter ($1 \frac{1}{4}$) days per month to a maximum of fifteen (15) working days to be used as vacation during the following vacation year;
- (b) employees who have more than 3 years of service but less than 10 years of service, one and one-quarter ($1\text{-}1/4$) days per month to a maximum of fifteen (15) working days;
- (c) employees who have more than ten (10) years of service but less than twenty (20) years of service, one and two-thirds ($1\text{-}2/3$) days per month to a maximum of twenty (20) working days;
- (d) employees who have more than twenty (20) years or more of service, two and one-twelfth ($2\text{-}1/12$) days per month to a maximum of twenty-five (25) days.

For the purposes of computing credits earned, any calendar month in which the employee is entitled to salary for a minimum of fifteen (15) working days shall be taken as a full month of service.

An employee whose anniversary date falls within the vacation year in which they are eligible to receive an additional week's vacation may take the applicable additional vacation in that year.

Sessional employees shall be paid vacation pay in accordance with the Labour Standards Code for the Province of Nova Scotia.

C. SCHEDULING:

In order to track vacation credits, all employees must submit the applicable vacation leave form to their immediate supervisor prior to taking vacation leave.

If while on vacation an employee's vacation is interrupted

- (a) for a period of three (3) consecutive calendar days or more through serious illness or injury which disables the Employee;
 - (b) for a shorter period, all or part of which involves hospitalization of the employee;
- or
- (c) death in the immediate family which qualifies for bereavement leave;

the period of annual vacation so displaced shall be charged against the employee's sick leave credits or to bereavement leave, as appropriate, when medical evidence satisfactory to the University is provided.

In scheduling vacations, the University will consider the request of employees, however reserves the right to schedule vacations in accordance with operational requirements.

D. CARRYOVER:

Annual vacations or portion of vacations, not to exceed five (5) days, may be carried over from one year to the next with the approval of the immediate supervisor and director/department head. Employees must submit their request via the applicable vacation leave form to their immediate supervisor for approval and forward to HR for processing.

In exceptional non-recurring circumstances, vacation entitlements in excess of 5 days may be carried over to the next vacation year, with the approval of the immediate supervisor, director/department head and the Director of Human Resources. Employees must submit their request in writing to their immediate supervisor for approval and forward to HR for processing.

E. BORROWING:

In exceptional non-recurring circumstances, employees may be allowed to borrow against next year's earned/accrued vacation entitlement with the approval of the immediate supervisor, director/department head and the Director of Human Resources. Employees must submit their request in writing to their immediate supervisor for approval and forward to HR for processing.

All vacation time earned but not taken by June 30th of each year will automatically be lost unless a request to carry over to the next vacation year has been approved.

F. Roles and Responsibilities in applying for vacation leave:

Employee:

- Employee applications for annual vacation must be submitted via the applicable vacation leave form to the immediate supervisor prior to taking vacation leave.
- Subsequent changes requested by an employee to scheduled vacation periods will be subject to operational requirements determined by the immediate supervisor and director/department head.

Department (Immediate Supervisor and/or Director/Department Head):

- The immediate supervisor will manage the employee's vacation leave by approving the employee's vacation leave request and forwarding the vacation leave form to the appropriate director/department head for authorization.
- The director/department head is responsible for authorizing and forwarding the completed vacation leave form to HR for processing prior to the payroll cut-off for that pay period.
- In some cases, the immediate supervisor is also the director/department head. In these specific cases only one signature is required for authorization.

Human Resources/Payroll:

- All submitted requests for vacation leave will be processed.

G. RESTRICTIONS:

Vacation entitlements are not earned during periods of unpaid leave of absences including maternity leave, parental, and any other unpaid leaves as approved.

H. TERMINATION:

When an employee leaves employment with the University, all unused vacation credits must, by law, be paid out to the employee, therefore, it is essential that vacation leaves are submitted by the employee and recorded by the University.

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

I. INTERPRETATION:

The Director of Human Resources is responsible for the interpretation of this policy.

In situations where a collective agreement is in place, provisions for vacation leave outlined in the collective agreement will prevail.