

POLICY 6.6 – Vacation, Statutory Holidays and Personal Days

Policy Category: Personnel
Subject: Vacation, Statutory Holidays and Personal Days
Approving Authority: Board of Governors
Responsible Officer: Vice-President, Operations and Finance
Responsible Office: Human Resources
Related Procedures: [Administrative Procedures for Vacation, Statutory Holidays and Personal Days](#)

Related University Policies:

Effective Date: July 1, 2013
Supersedes: June 20, 2013

(Incorporated Policy 6.4 – Vacation and Policy 6.5 Statutory Holidays)

I. PURPOSE

This policy defines vacation entitlement and paid holidays for PMA Eligible staff at Western. It is in accordance with all applicable federal and provincial legislation including, but not limited to the Ontario *Employment Standards Act*.

II. POLICY

1. Vacation

PMA Eligible Staff members earn vacation as follows:

- a) In the first two years at the rate of 1.25 working days for each completed calendar month of regular full-time employment (15 working days per year).
- b) Upon completion of two full years of continuous regular full-time employment, at the rate of 1.67 working days per month (20 working days per year).
- c) Upon completion of 19 full years of continuous regular full-time employment at the rate of 2.08 per month (25 working days per year).
 - (i) In addition, all staff members who have completed 19 full years of continuous regular full-time employment will be entitled to a special one time, additional week (five working days) of vacation

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- d) Upon completion of 26 full years of continuous regular full-time employment, staff members will be entitled to 26 days.
- e) Upon completion of 27 full years of continuous regular full-time employment, staff members will be entitled to 27 days.
- f) Upon completion of 28 full years of continuous regular full-time employment, staff members will be entitled to 28 days.

Those staff members who had greater than 28 full years of regular full-time employment by December 31, 2000, are covered by the policy in place as at December 1, 1988 and are entitled to 30 days vacation.

2. Holidays

PMA Eligible Staff members are granted the following paid holidays:

New Year's Day
Family Day
Good Friday
Victoria Day
Canada Day
Civic Holiday
Labour Day
Thanksgiving Day
Christmas Day
Boxing Day
President's Day

The University will determine the precise work day on which each of the above holidays is honoured.

The University will designate up to a maximum of three additional days off during the End of Year holiday period.

3. Personal Days

Each staff member will be entitled to two personal days per calendar year to be taken, subject to the work requirements of the unit, at the staff member's request. These personal days are not cumulative and must be used in each year.