

**PROCEDURES FOR POLICY 8.10 – Vacation, Statutory Holidays and Floating Days**

**I. Timing of Vacation**

Western reserves the right to schedule vacation to meet its operational requirements, but shall give some consideration to SAGE members' preferences in this regard. Members shall indicate their preference, if any, to vacation dates in June, July or August by April 1 in each year. Should conflicts arise amongst members as to their choice of vacation times, the respective length of service of such members shall be considered in the final determination of the vacation schedule. Vacation requests shall be confirmed or denied by April 15.

In any case, the SAGE member shall be entitled to take his/her earned vacation each year.

**II. Accumulation of Earned Vacation**

It is expected that a SAGE member will use earned vacation entitlement so that the unused portion will not exceed twenty-five (25) days at any time. However, in special circumstances and upon written application to the Supervisor and/or Budget Unit Head, an employee may be permitted, subject to the discretion of the Supervisor and/or Budget Unit Head, to accumulate earned vacation entitlement to a maximum of forty (40) days. If approved, such permission will be in writing.

Each unit shall keep one (1) record indicating each member's accrual and use of vacation time, which shall be available for the member's review.

**III. Transfers**

If a SAGE member accepts a new position with a different department, a member may be permitted to transfer a maximum of ten (10) vacation days. In such cases, accrued vacation over and above ten (10) days will be paid out by the unit in which it was earned.