POLICY 8.14 – Vacation

Policy Category: Personnel – Select Administrative Group Employees (SAGE)
Effective Date: June 26, 2002
Revised: September 10, 1999

POLICY

1.00 Subject to Clause 2.00, employees shall earn paid vacation in the following manner:
   a) At the rate of 1.25 working days for each of the first twenty-four (24) complete calendar months of continuous full-time employment (up to fifteen (15) working days per year); or
   b) Upon completion of two (2) years of continuous full-time employment, at the rate of 1.67 working days per month (up to twenty (20) working days per year); or
   c) Upon completion of nineteen (19) years of continuous full-time employment, at the rate of 2.08 working days per month (up to 25 days per year).

   In addition, employees will be provided with one (1) week’s paid vacation upon the completion of nineteen (19) years of continuous full-time employment.

2.00 An employee who, for any reason, has less than twelve (12) full months of active employment during any year, shall receive a lesser vacation entitlement on a pro-rata basis under the schedule of vacation entitlement set out in Clause 1.00. Active employment means actual attendance at the work place and the performance of work, but includes absence from work due to vacation, jury duty, holidays, illness or injury for up to fifteen (15) continuous weeks, unpaid leaves of absence of two (2) weeks or less, and pregnancy or parental leave.

3.00 Subject to Clauses 1.00 and 2.00, employees whose normal work week is less than the standard work week for their job classification will earn vacation entitlement on a pro rata basis with reference to the proportion of the standard work week actually worked.

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

   In any case, the employee shall be entitled to take his/her earned vacation each year.
5.00 It is expected that an employee 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.

If an employee accepts a new position with a different department, an employee 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.

6.00 When a holiday referred to or designated under Policy 8.15 occurs during an employee’s vacation, it will not be recorded as a vacation day, but as a holiday under Policy 8.15.

7.00 An employee shall be paid vacation pay in the amount of the regular rate of pay for the period of the vacation.

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