

**The UNIVERSITY of WESTERN ONTARIO**  
**POLICIES and PROCEDURES**

## **9.2 VACATION**

Classification: Personnel -  
Robarts Clinical Trials - Eligible  
Staff

Effective Date: 01JUL08

Supersedes: (New)

### **POLICY**

1.00 Staff members earn vacation in the following manner:

1.01 A member of staff earns vacation entitlement at a rate of 1 1/4 working days for each completed calendar month of regular full-time employment (15 working days per year).

1.02 Upon completion of 2 full years of continuous regular full-time employment, staff commence to earn vacation entitlement at the rate of 1 2/3 working days per completed calendar month (20 working days per year).

1.03 Upon completion of 19 full years of continuous regular full-time employment, all staff members will be entitled to an additional week (5 working days) vacation and commence to earn vacation entitlement at the rate of 5 weeks (25 working days) per year.

1.04 Upon completion of 26 full years of continuous regular full-time employment, all staff members will be entitled to the following vacation:

26 complete years	26 days
27 complete years	27 days
28 complete years	28 days

Any staff members who have completed 28 full years of regular full-time employment by December 31, 2000, will continue to earn vacation according to the former policy (introduced December 1, 1988). These individuals shall be entitled to the following vacation:

29 complete years	29 days
30 complete years	30 days

2.00 Subject in all cases to the prior approval of the supervisor, staff members may take their accrued vacation entitlement, or a portion thereof, when it is convenient to the functional requirements of the unit.

3.00 It is expected that a staff member will use earned vacation entitlement so that the unused portion will not exceed 25 days at any time.

3.01 In special circumstances and upon written application to the immediate supervisor, a staff member may be permitted to accumulate earned vacation entitlement to a maximum of 40 days. Such permission will be approved in writing by the immediate supervisor and Dean or Budget Head.

3.02 Upon transfer from one unit in the University to another, the units' responsibility for the vacation entitlement will be shared as follows:

(a) The unit to which the staff member is transferring will be responsible for the first 10 days of any accumulated vacation.

(b) The unit which the staff member is leaving will be responsible for compensating the staff member for all unused vacation in excess of 10 days.