

**PROCEDURE FOR POLICY 6.6 – Vacation, Statutory Holidays and Personal Days**

**1. Timing of Vacations**

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.

**2. Accumulation of Earned Vacation**

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.

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 must be approved in writing by the Dean or Budget Unit Head upon the recommendation of the supervisor.

**3. Transfers**

When a staff member transfers from one unit in the University to another, the 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.