**Vacation Allowance and Use**

All SLT members earn twenty five (25) working days (or five weeks) of vacation each academic year (July 1 to June 30). This amount will be pro-rated for part-time appointments or appointments that do not start on July 1. For the purpose of managing and planning vacation, balances will display for all SLT members on each pay advice.

\*Please note that annual vacation allowances must be used in the same year they are earned and cannot be carried over to future academic years.

**Reporting**

To ensure accuracy of vacation balances and to encourage all SLT members to use their full vacation allowance each year, senior leaders are expected to report vacation taken each month on a the [Vacation Taken form](http://wcm.ucalgary.ca/hr/files/hr/slt-vacation-request-form.xls). SLT members and their EA will be notified each month by the payroll department and asked to submit this form, reporting any vacation that was taken in the prior month.