

Staff Vacation Policy

Classification Human Resources	Table of Contents Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Special Situations 5 Responsibilities 6 Procedures 7 Instructions/Forms 8 History 9
Approval Authority Vice-President (Finance and Services)	
Implementation Authority Associate Vice-President (Human Resources)	
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Purpose

- 1 The University of Calgary strives to provide a healthy workplace that supports a work/life balance and provides employees with an uninterrupted period of time away from their regular duties to promote work-life balance.

The purpose of this policy is to provide a consistent approach to managing vacation. It is the joint responsibility of the department and the employee to ensure the vacation leave is scheduled and taken at a mutually agreeable time. The department shall use its discretion in scheduling vacation, based on the occurrence of peak workload periods, employee's length of service and such other factors relevant to the operation of the department and the personal circumstances of the employee.

Scope

- 2 This policy applies to eligible Management and Professional Staff (MaPS), Alberta Union of Provincial Employees (AUPE), and exempt-by-position employees in full-time and part-time positions.

Definitions

- 3 In this policy:
 - a) "Anniversary Date" means the date on which an employee commenced continuous service with the University of Calgary.
 - b) "Appropriate Manager" means the President, Vice-President, Dean or Director, Head of Administrative Unit, Department Head or Department Manager to whom the employee in question would normally report.
 - c) "Approval" or "Approved" means the Approval of, or Approved by, the Appropriate Manager.
 - d) "Eligible" employee means a person who is engaged, full-time or part-

time, to perform work on an established schedule at the University of Calgary, and who is a member of Management and Professional Staff (MaPS), Alberta Union of Provincial Employees (AUPE), or who is an exempt-by-position employee.

- e) "Extenuating Circumstances" means any planned or unplanned situation that arises on a one-time or exception-basis for which the employee will require additional Vacation Credits.
- f) "Management" in reference to a position, means a person to whom an employee is directed to report and who is responsible for securing budgetary Approval.
- g) "Vacation in Advance" means Vacation Credits taken in Advance of earning them.
- h) "Vacation Credits" are the portion of a staff member's full Vacation Entitlement accumulated during the corresponding portion of the year. The maximum entitlement is determined as a function of the employment position (AUPE or MaPS) and the number of years of Service at the University.
- i) "Vacation Credit Year" means the 12 month period between an employee's anniversary dates.
- j) "Vacation Entitlement" means the number of days available to an employee for use as Vacation in the current year.

Policy Statement

4 4.1 Employees will accrue Vacation Credits on an hourly basis, commencing their first day of employment.

4.2 Vacation Credits are earned annually, based on the completed years of continuous employment with the University.

4.3 AUPE employees should refer to the vacation guidelines outlined in the AUPE Collective Agreement. MaPS employees should refer to the Human Resources website.

Vacation Entitlement and Accrual

4.4 A staff member's Vacation Credits depend on the duration of service and the staff group to which an employee belongs.

4.5 Employees start earning Vacation Credits on their first day of employment. Employees who have not completed one (1) year of continuous employment at the University by the end of the Vacation Credit Year are entitled to a pro-rated Vacation period reflecting the period they have worked.

4.6 Employees, who have not successfully completed the first six months of

employment with the University of Calgary, will not be entitled to utilize Vacation Credits unless an agreement to do so was reached during the original employment contract negotiation.

Vacation Scheduling

4.7 As per Employment Standards, the Employer is permitted to determine when vacation may be taken provided it is taken no later than twelve (12) months after it is earned. If the employer and employee cannot agree on a mutually agreeable date on which the employee's vacation is to start, the employer must give the employee at least two (2) weeks written notice of the date on which the employee's annual vacation is to start and the employee must take the vacation at that time.

4.8 Management will ensure employees schedule and take vacation, record vacation and have approval for carryover of vacation.

4.9 Employees will ensure their vacation is scheduled and taken on an annual basis, and that they record their vacation and request and receive approval for carryover of vacation.

4.10 Requests for vacation will be made on the Time Off Request Form.

Carryover of Vacation

4.11 Employees will not generally be permitted to carry vacation from one Vacation Year to the next. From time to time an employee may request Approval from the Appropriate Manager to carryover vacation from one Vacation Credit Year to the next up to a maximum of five (5) days.

4.12 Carryover vacation entitlement must be used in the subsequent vacation year.

4.13 Employees will not receive pay in lieu of vacation.

Vacation in Advance

4.14 Subject to the written Approval of Management, up to five (5) working days of Vacation may be taken in Advance of having earned them.

4.15 Employees will submit a request for Vacation in Advance using the Time Off Request Form. The specific reason for the Advance should be indicated on the form.

Long Term Disability

4.16 Employees on Long Term Disability (LTD) who reach the two year mark on LTD will have any unused Vacation banks paid out in full.

Termination of Service

4.17 In the event of termination of Service for employees with six months or more of continuous service, the employee will be compensated for vacation earned but not taken.

4.18 In the event of termination of Service for employees with less than six

months of continuous service, a percentage of regular earnings consistent with Alberta Employment Standards and/or the current Collective Agreement, less any vacation entitlement already taken, will be paid.

4.19 Terminated employees who opt for redeployment will have any banked vacation entitlement that exceeds one year of entitlement, paid out immediately upon election of the redeployment option.

Special Situations	5	5.1 In Extenuating Circumstances, employees may request carryover of more than five (5) days of Vacation credit from one vacation year to the next. Employees must apply, in writing, to the Appropriate Manager for approval. The Appropriate Manager will notify Human Resources of the approval of carry over. 5.2 Eligible employees are awarded additional Vacation days at certain milestones of their employment relationship with the University of Calgary. These awards are granted on an individual employee's Anniversary Date. Specifics around these awards are outlined in the current Collective Agreement, or for MaPS employees on the Human Resources website, and in procedures related to this policy.
Responsibilities	6	6.1 Appropriate Manager will: <ul style="list-style-type: none">a) be accountable for the day to day management and application of this policy and recognize its potential to result in a fiscal liability for the University of Calgary. Accountability will form part of performance management goals associated with human and financial resource accountabilities. 6.2 Approval Authority – V.P. (Finance & Services) or Designee <ul style="list-style-type: none">a) ensure appropriate rigour and due diligence in the development or revision of this policy;b) ensure compliance with the University's Authority and Accountability Framework. 6.3 Implementation Authority – AVP Human Resources or Designee <ul style="list-style-type: none">a) ensure that University staff are aware of and understand the implications of this policy and related procedures;b) monitor compliance with the policy and related procedures;c) regularly review the policy and related procedures to ensure consistency in practice; andd) sponsor the revision of this policy and related procedures when necessary.
Procedures	7	Staff Vacation Procedures
Instructions/Forms	8	Time Off Request Form
History	9	<i>Approved:</i> March 31, 2010 by V.P. (Finance & Services) <i>Effective:</i> August 1, 2010