



## **POLICIES and PROCEDURES**

Responsible Unit	Human Resources
Applicable to	All Staff
Date Last Updated	February 2018
Approving Sector Head	Director, Human Resources
Policy	<b>Vacations</b>

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The vacation year is July 1st to June 30th.

### New Hires:

- Paid vacation time is a benefit for all full-time contracts of twelve (12) months or longer.
- Vacation entitlement for full-time employees in the first year of employment is calculated on a pro-rated basis from start date until the next June 30th as follows:
  - $(\# \text{ of annual vacation days } / 12) \times (\# \text{ of full months worked from date of hire until June 30th})$
- This prorated number of vacation days is available for immediate use, subject to the needs of the workplace and managerial approval.
- Subsequent vacation years begin on July 1st with a full year's entitlement of annual vacation leave to be used, including 5 paid days required to be held for the University's Christmas break.
- Paid vacation time is earned; it does not accrue while the employee is not being paid (e.g., for sessional employees over the summer).
- Should any employee leave the University's employment having taken more vacation time than earned in that vacation year, the overage amount will be withheld in the final pay.

Subject to any variation in an employee's contract of employment, entitlement to vacation after the first June 30th following the date of hire is normally calculated as follows:

- a) Employees with less than three (3) years of Service shall be granted  $1 \frac{1}{4}$  days per month to a total of fifteen (15) Working Days, including five (5) Working Days at Christmas.

- b) Employees with three (3) or more years of Service shall be granted 1 2/3 days per month to a total of twenty (20) Working Days, including five (5) Working Days at Christmas.
- c) Employees with ten (10) or more years of Service shall be granted 2 1/12 days per month to a total of twenty five (25) Working Days, including five (5) Working Days at Christmas.
- d) Employees with twenty (20) or more years of Service shall be granted 2.5 days per month to a total of thirty (30) Working Days, including five (5) Working Days at Christmas.

An Employee whose anniversary date falls within the vacation year in which the Employee is eligible to receive an additional weeks' vacation, the Employee is entitled to take the additional vacation in the same year on a prorated basis.

### **Usage and Banking of Vacation Time**

- Vacation entitlement shall be monitored by the manager or supervisor of the department.
- Scheduling of vacations is administered by the manager or supervisor of the department, and subject to the needs of the workplace.
- Vacation entitlement must be taken in the vacation year in which it becomes due, and there shall be no carry over or banking of vacation time except as approved in writing by an employee's supervisor, such approval to be given only in exceptional circumstances. Approved requests should be emailed to hr@stfx.ca. Outstanding vacation balances may be scheduled by an employee's manager if not approved for carryover.
- While employed at the University, there will be no payout of vacation accrual, or pay in lieu of vacation entitlement not used, under any circumstances.
- Temporary or casual employees are not entitled to paid vacation time; however, they will receive vacation pay as provided for by the Labour Standards Code.

Where there is inconsistency between this information and your Collective Agreement, the Collective Agreement will prevail.