



Name: **Vacation Leave Policy – Administrative, Professional and Confidential (APC) Staff and APC Temporary Contract Staff**

Policy Number: 6-2009

Origin: People and Culture (Human Resources)

Approved: 2008-JUL-14

Issuing Authority: Vice-President, Finance & Administration

Responsibility: Associate Vice President, People and Culture (Human Resources)

Effective Date: 2024-Jan-01

Revision Date(s): 2024-Jan-01, 2022-Oct-19, 2021-JAN-01, 2018-JUL-01, 2014-OCT-14, 2010-JUL-01

Vacations are pre-planned breaks from the workplace, mutually arranged between managers and staff members and meant to provide an opportunity for refreshment and rejuvenation.

Vacation is an entitlement, not a privilege, and it is the responsibility of both the staff member and manager to ensure that all vacation credits are taken within the current vacation year.

1. VACATION YEAR:

Annual vacation periods shall be assigned and taken within the vacation year January 1st to December 31st.

2. ELIGIBILITY:

All regular full-time and regular part-time Administrative, Professional and Confidential (APC) Staff and APC Temporary Contract Staff are entitled to annual paid vacation. Annual vacation will be earned on the following basis:

A. For Administrative, Professional & Confidential Staff (APC)

- In the year of hire, the employees will be provided with a pro-rated bank based on date of hire and annual leave entitlement.
- These employees are eligible to use their pro-rated vacation entitlement in the current calendar year.

B. For Administrative, Professional & Confidential (APC) Staff - Groups 1 to 7

- (a) employees who have up to (5) years of service will be granted one and one-quarter (1-1/4) days per month to a maximum of fifteen (15) working days;

- (b) employees who have five (5) years of service, but less than fifteen (15) years of service will be granted, one and two-thirds (1-2/3) days per month to a maximum of twenty (20) working days;
- (c) employees who have fifteen (15) years of service, but less than twenty-four (24) years of service will be granted two and one-twelfth (2-1/12) days per month to a maximum of twenty five (25) days;
- (d) employees who have twenty-four (24) years or more of service will be granted, two and one-half (2-1/2) days per month to a maximum of thirty (30) days;
- (e) for the purposes of computing credits earned, any calendar month in which the employee is entitled to salary for a minimum of fifteen (15) working days shall be taken as a full month of service.
- (f) for an employee whose anniversary date falls within the vacation year they will receive an additional week's vacation at the beginning of the vacation year.

C. Administrative, Professional & Confidential (APC) Staff - Groups 8 and above

- (g) employees who have less than five (5) years of service, will be granted, one and two-thirds (1-2/3) days per month to a maximum of twenty (20) working days;
- (h) employees who have five (5) years of service, but less than fifteen (15) years of service will be granted, two and one-twelfth (2-1/12) days per month to a maximum of twenty five (25) days;
- (i) employees who have fifteen (15) years of service, but less than twenty-four (24) years of service will be granted, two and one-half (2-1/2) days per month to a maximum of thirty (30) days;
- (j) employees who have twenty-four (24) years or more of service will be granted four and one-twelfth (3 1/12) days per month to a maximum of thirty five (35) days;
- (k) for the purposes of computing credits earned, any calendar month in which the employee is entitled to salary for a minimum of fifteen (15) working days shall be taken as a full month of service;
- (l) for an employee whose anniversary date falls within the vacation year they will receive an additional week's vacation at the beginning of the vacation year.

D. Administrative, Professional & Confidential (APC) Sessional Staff

Sessional employees shall be paid vacation pay in accordance with the Labour Standards Code for the Province of Nova Scotia.

E. APC Temporary Contract Employees with less than twenty-four (24) consecutive months of service:

APC Temporary Contract Employees will earn vacation monthly, as provided by the Labour Standards Code for the province of Nova Scotia, it is available to use as it is earned and is to be used by the end of the calendar year in which it was earned and therefore not eligible for carryover.

3. SCHEDULING:

In order to track vacation credits, all employees must submit the applicable vacation leave form to their immediate supervisor prior to taking vacation leave.

If while on vacation an employee's vacation is interrupted

- (a) for a period of three (3) consecutive calendar days or more through serious illness or injury which disables the Employee;
- (b) for a shorter period, all or part of which involves hospitalization of the employee;
- or
- (c) death in the immediate family which qualifies for bereavement leave;

the period of annual vacation so displaced shall be charged against the employee's sick leave credits or to bereavement leave, as appropriate, when medical evidence satisfactory to the University is provided.

In scheduling vacations, the University will consider the request of employees, however reserves the right to schedule vacations in accordance with operational requirements.

4. CARRYOVER:

Annual vacations or portion of vacations, not to exceed 5 days, may be carried over from one year to the next with the approval of the immediate supervisor and director/department head;

Vacation carryover requests that exceed 5 days must be approved by the Associate Vice President, People & Culture;

Employees must submit their request via the applicable Vacation Carryover Form to their immediate supervisor for approval and forward to HR for processing.

5. ROLES AND RESPONSIBILITIES IN APPLYING FOR VACATION LEAVE:

Employee:

- Employee applications for annual vacation must be submitted via the applicable vacation leave form to the immediate supervisor prior to taking vacation leave.
- Subsequent changes requested by an employee to scheduled vacation periods will be subject to operational requirements determined by the immediate supervisor and director/department head.

Department (Immediate Supervisor and/or Director/Department Head):

- The immediate supervisor will manage the employee's vacation leave by approving the employee's vacation leave request and forwarding the vacation leave form to the appropriate director/department head for authorization.
- The immediate supervisor reserves the right to schedule vacations in accordance with operational requirements.
- The director/department head is responsible for authorizing and forwarding the completed vacation leave form to People and Culture (Payroll) for processing prior to the payroll cut-off for that pay period.

- In some cases, the immediate supervisor is also the director/department head. In these specific cases only one signature is required for authorization.

People and Culture/Payroll:

- All submitted eligible requests for vacation leave will be processed.

6. RESTRICTIONS:

Vacation entitlements are not earned during periods of unpaid leave of absences including maternity leave, parental, and any other unpaid leaves as approved. If an Employee uses unearned vacation prior to an unpaid leave of absence the Employee must make arrangements to pay back the unearned vacation when they return from the leave.

7. TERMINATION:

When an employee leaves employment with the University, all earned but unused vacation credits must, by law, be paid out to the employee, therefore, it is essential that vacation leaves are submitted by the employee and recorded by the University.

If an employee terminates, the University will deduct from the final pay any amount previously paid out for unearned vacation credits or will make arrangements with the employee to pay back any unearned vacation in the event that the final pay cannot cover the amount owing.

8. INTERPRETATION:

The Associate Vice President, People and Culture (Human Resources) is responsible for the interpretation of this policy.

In situations where a collective agreement is in place, provisions for vacation leave outlined in the collective agreement will prevail.