

## **Changes to the University's Vacation Policy**

### **Q & A**

#### **How is the vacation policy changing?**

There are two main changes to the vacation policy.

1. The number of vacation days that Administrative/Technical staff are allowed to carry-over each year will increase from 20 days to 25 days.
2. The vacation-year cycle, which was previously July 1 to June 30, will change to September 1 to August 31.

#### **When will these changes take place?**

The university's vacation policy changes are effective September 1, 2017.

#### **Why is the university changing the vacation year cycle?**

The university is acutely aware of the impact of carry-over vacation days on the overall financial liability of the university. Changing the vacation-year cycle from a July 1 to September 1 provides the opportunity for staff to use up their carry-over vacation days during the summer months. It also allows each department and faculty to better align the vacation schedules with the university's normal academic year.

#### **I have heard that I can no longer carryforward extra vacation days into the next year. What will happen if I can't take all my vacation in the year in which I have earned it?**

The university believes it is very important for your well-being and work-life balance to take all of your vacation in the year that you earn it. Sometimes this isn't always possible due to work commitments. To support your efforts, you will be permitted to carry-forward a maximum 25 unused vacation days into the next vacation-year cycle.

#### **What happens if I have more than 25 unused vacation days at the end of the vacation year?**

At the end of each vacation-year cycle, you will only be permitted to carryforward a maximum of 25 days. If you have any unused vacation days at the end of the vacation-year cycle that is in excess of 25 days, those excess days will be forfeited and no longer available to you.

#### **If I have more than 25 vacation days that I carried forward from last year, will the excess days be forfeited on September 1, 2017?**

No. During this first year of transition, you have up to December 31, 2017 to use up any carry-over days from last year that are in excess of the 25 days' maximum. If, by December 31, 2017, you still have excess carry-over vacation days over the 25 days' maximum permitted amount, the excess days will be forfeited at that time and no longer available. Going forward it is your responsibility to use up any excess carry-over vacation days by September 1 of every year. Please discuss your vacation plans well in advance of the dates you intend to take with your manager to support the needs of your faculty/ department and to support your manager in coordinating vacation time with the other members of your team.

**I was expecting to accrue one extra day of vacation on July 1, 2017 and now it looks like I will have to wait until September 1 to get the extra vacation accrual day. This seems like I will be losing out on two months of extra vacation time. Is this true?**

Since you accrue vacation every month that you work, you will lose a very small amount of vacation time. The extra one day of vacation accrual for the two months works out to a little over 60 minutes. Please speak to your manager about an appropriate arrangement to schedule this time.

**I have been at the university for three years. I am accruing vacation at 24 days per year, which works out to two days per month. Will I continue to accrue vacation at this rate until August 31, 2017?**

Yes. Vacation is accrued for every month that you work. Your monthly accrual rate will not be reduced or prorated and, in your case, you will continue to accrue vacation at two days per month until your vacation accrual rate increases next September 1, 2017.

**I am pregnant and I am saving my vacation to use before I go on maternity leave. What happens if I have the baby early and cannot use all my vacation?**

We encourage you to schedule vacation for you to enjoy personal and family time throughout the year. In the event that you have your baby early and you still have unused vacation, you will have any unused vacation plus any accrued days you earn during your leave to use in the year you get back, subject to the ability to carryover 25 days.

**Do I still accrue vacation on a leave of absence?**

Vacation continues to accrue on a maternity/parental leave of absence and a short-term disability leave. Vacation days do not accrue during an unpaid personal leave of absence. However, these leaves are not considered to be a break in service, so they will not affect your vacation eligibility upon your return to work.

**I was on maternity leave and I have now been back at work for almost a year. Since I continued to accrue vacation while I was off, even though I have taken some vacation days this year, I still have a lot of unused vacation. Will I have to forfeit my unused vacation from when I was on maternity leave?**

We encourage you to take your earned and unused vacation balance by the end of the vacation year cycle. If you still have unused vacation days prior to your maternity leave, you will have them, plus any accrued days you earned during your leave, plus any days you accrue while working to use in the year that you are back. For example, if you have 10 unused days going into your maternity leave, then accrued 15 days during your maternity leave, then accrued 10 days upon your return, you would have 35 days to use in the year you get back, subject to the ability to carryover 25 days.

**How do I find out what my earned and carryover vacation balance are?**

Your faculty or department's designated 'timekeeper' can provide you with a report that lists your vacation eligibility, earned vacation, and carry-over days.

**This is my first year working at the university. Can I take vacation in my first year?**

Yes. You earn your vacation as you work. Typically, you will need to have worked for at least three months, before you can take your vacation. Please remember it is very important to have a discussion with your manager about appropriate arrangements for scheduling vacation time.

**I am a new employee and I understand that the policy allows me to accrue an additional vacation day for every year I work. When am I eligible to accrue the additional vacation day?**

You are eligible to earn an additional vacation day when you have worked a full consecutive September to August vacation-year cycle. For example, if you were hired September 2016 or before you will earn an extra day in September 2017; however, if you were hired after September 2016 you will accrue the additional vacation day in September 2018.

**What happens if I get sick while I am on my vacation?**

If you require hospitalization, or are under the care of your doctor, due to an illness or injury while on vacation, you may be eligible for the Short-Term Disability program. In this case, provided that you submit the necessary documentation regarding your medical condition and you are assessed to participate in the Short-Term Disability program, you will not be required to use your vacation days for the duration of the absence.