



---

## 6.W-2018: Vacation

---

### 1. Permanent Employees (Full-Time & Part-Time)

- 1.1 In an effort to support work and family life balance, St. Mary's University (University) is committed to providing permanent full-time and part-time employees with 22 vacation days per calendar year (January 1st to December 31st). During each calendar year full-time employees will accrue 1.833 days of vacation days on a monthly basis. Part-time employees are entitled to and will accrue the pro-rated equivalent according to their regular work schedule.
- 1.2 Employees are encouraged to take vacation during the calendar year in which it is earned and may borrow from future accrual up to a maximum of five (5) vacation days. Vacation may be taken as half or full days, and must be scheduled and authorized in advance in consultation with the supervisor at a time that is mutually agreeable. In the interest of fair treatment for all employees, the University expects popular vacation periods such long weekends to be rotated amongst employees within a department.

### 2. Extended Absences

- 2.1 Employees will not accrue paid Vacation while on Short-Term Disability (STD), Long-Term Disability (LTD), or an Approved Leave of Absence (including Maternity/Paternity leave) that extends longer than 30 days. However, employees are still eligible to take unpaid vacation equivalent to what they would have earned as an active working employee.

### 3. Vacation Carry-Over

- 3.1 A maximum of five 5 days will be allowed to carry over into the next vacation year but must be taken before the end of the first quarter without prior approval. Any carry-over in excess of five (5) days must have prior written approval of the area Assistant Vice-President, Vice-President or President.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
President's Council	Human Resources	June 2018	June 2018	Every 5 years

- 3.2 Unless appropriate prior approval has been granted, any vacation accrual that exceeds the allowable carry-over of 5 days may, at the University's discretion, be scheduled as vacation days or paid out. If vacation days are scheduled, affected employees will be given at least 14 calendar days' written notice of the dates on which these days will be taken, and the employee must take the vacation days at that time.
- 3.3 Managers are also responsible for monitoring the vacation time taken by employees throughout the year and encouraging employees to take their vacation time in the year it is earned.

#### **4. End of Employment**

- 4.1 Should a salaried employee resign or be terminated, payment for any outstanding vacation pay up to the last day of work will be issued on the employee's final pay. Any vacation that has been taken that has not yet been earned prior to the employee's last day of work will be deducted from the employee's final pay.

#### **5. Casual Hourly Employees**

- 5.1 All casual hourly employees will receive vacation pay of a minimum of 4% of total earnings per pay period, excluding overtime. Upon the successful completion of five (5) years of consecutive employment, vacation entitlement will increase to 6% for all casual hourly employees. Casual hourly employees are entitled to time off without pay to a maximum of three (3) weeks annually, which must be scheduled in consultation and by mutual agreement of the immediate supervisor/manager of the employee. Should a casual hourly employee resign or be terminated, payment for any outstanding vacation pay up to the last day of work will be issued on the employee's final pay.