



## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>Vacation Entitlement Policy for Academic Staff</b>
<b>Effective Date:</b>	April 1, 2004
<b>Revised Date:</b>	
<b>Review Date:</b>	April 1, 2014
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	
<b>Responsible Executive Officer:</b>	President
<b>Delegate: (If applicable)</b>	Vice-President (Administration)
<b>Contact:</b>	Executive Director of Human Resources
<b>Application:</b>	Employees (see list below)

This policy applies to:

Academic Staff Excluded from Bargaining Units as Members of the Board  
Senior Administrative Academic Staff  
Administrative Academic Staff  
GFT (Geographic Full-time) Academic Staff  
Sessional Professional Academic Staff  
Research Academic Staff  
Other Academic Staff  
Academic Staff in the UMDCSA (University of Manitoba Dental and Clinical Staff Association) Bargaining Unit

### **Part I Reason for Policy**

To define the vacation plan for academic staff. Vacations are a matter covered by provincial legislation (Employment Standards Code). This Policy will ensure that the minimum standards are met or exceeded.

**Part II  
Policy Statement**

- 2.1 Academic staff with appointments that are continuing will be provided with an annual paid vacation in order to have respite from their regular duties.
- 2.2 All vacations for academic staff are taken in the year that they are granted.
- 2.3 The Policy provides additional compensation in the form of vacation pay in lieu of a paid vacation to academic staff where the non-continuing nature of their appointment precludes the taking of a paid vacation during the appointment. In these instances the compensation is included in the total compensation for the appointment and paid on regular pay dates.
- 2.4 The University intends to provide a vacation plan that is competitive with other Canadian Universities and within the University community.
- 2.5 The University shall establish under Procedures: Vacation Entitlement for Academic Staff, the vacation entitlement for each of the various academic staff groups covered by this Policy.

**Part III  
Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Policy is required.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Policy.

**Part IV  
Authority to Approve Procedures**

- 4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

**Part V  
Review**

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is April 1, 2014.
- 5.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems necessary.

- 5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
- (a) comply with the revised Policy; or
  - (b) are in turn rescinded.

**Part VI**  
**Effect on Previous Statements**

- 6.1 This Policy supersedes:
- (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein;
  - (b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein; and
  - (c) 715 Vacation Entitlement and Statutory Holidays (May 28, 1992).

**Part VII**  
**Cross References**

Procedures: Vacation Entitlement for Academic Staff