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

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