



**UNIVERSITY OF MANITOBA  
PROCEDURE**

<b>Procedure:</b>	<b>Vacation Entitlement for Academic Staff</b>
<b>Parent Policy:</b>	Vacation Entitlement Policy for Academic Staff
<b>Effective Date:</b>	January 14, 2011
<b>Revised Date:</b>	
<b>Review Date:</b>	January 14, 2021
<b>Approving Body:</b>	Administration: President
<b>Authority:</b>	Policy (Vacation Entitlement Policy for Academic Staff)
<b>Responsible Executive Officer:</b>	Vice-President (Administration)
<b>Delegate: (If applicable)</b>	
<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 Procedure**

To set out Procedures secondary to the Policy entitled "Vacation Entitlement for Academic Staff" in connection with:

- (a) the definition of the vacation plan for academic staff; and

(b) the approval process for vacation.

## **Part II Procedural Content**

### **2.1 Definitions**

2.1.1 A paid vacation is a period in which an academic staff member is not accountable to the University.

2.1.2 The vacation year is the one year period beginning with the date of appointment and each anniversary of that date thereafter. Vacation entitlement must be used during the year in which it is earned. However, academic staff who choose to work during part or all of their vacation entitlement shall not receive additional compensation for such time. Vacation may be taken at any time mutually agreeable to the academic staff member and the Department Head or immediate supervisor.

### **2.2 Full-time Academic Staff with Appointment of One Year or More**

The following groups of full-time academic staff shall be entitled to twenty-four (24) working days of vacation entitlement in each full year of service:

- (a) Academic Staff Excluded from Bargaining Units as Members of the Board
- (b) Senior Administrative Academic Staff
- (c) Administrative Academic Staff
- (d) Academic Staff in the University of Manitoba Dental Clinical Staff
- (e) Geographic Full Time (GFT) Staff
- (f) Other Academic Staff

2.2.1 A prorated number of days shall be provided for:

- (a) reduced appointments;
- (b) period of service which is less than a full year in length due to a leave of absence without pay; or
- (c) appointments that contain partial years of service following one or more full years of service.

### **2.3 Research Academic Staff**

Research Academic Staff with appointments of one year or more shall be entitled to nineteen (19) working days of vacation entitlement in each full year of full-time service.

2.3.1 A prorated number of days shall be provided for:

- (a) Research Academic Staff whose appointments cover a period of service which is less than a full year in length or any additional period which is not equal to a full year in length; or
- (b) part-time appointments.

## 2.4 **Part-time Academic Staff with Appointments of One Year or More**

The following groups of part-time academic staff with appointments of one year or more shall be entitled to nineteen (19) working days of vacation entitlement (prorated based on the percentage of full-time appointment) for each full twelve month appointment period:

- (a) Sessional Professional Academic Staff
- (b) Other Academic Staff

2.4.1 A prorated number of days shall be provided for a period of appointment which is less than a full year in length.

## 2.5 **Academic Staff in Appointments of Less Than One Year**

As a paid vacation period can not be granted during the term of the appointment, the following groups of academic staff in appointments of less than one year shall receive vacation pay included with salary:

- (a) Sessional Professional Academic Staff
- (b) Other Academic Staff

Vacation pay shall be 6% of basic salary paid at each pay period.

## 2.6 **Academic Staff - Annual Christmas - New Year's Break**

Academic staff in 2.2, 2.3, and 2.4 whose period of appointment includes working days immediately before and after the Christmas - New Year's Break, will also qualify for three (3) vacation days during the annual Christmas - New Year's Break in that year. An academic staff member whose period of appointment does not include working days immediately before and after the annual Christmas - New Year's Break in any academic year shall not qualify for the three (3) vacation days during the Christmas - New Year's Break.

2.6.1 Academic staff who work any or all of the three (3) days designated by the University as vacation days during the Christmas - New Year's Break, shall add these vacation days within that break to his/her regular vacation entitlement provided above.

## **2.7 Vacation and Leave of Absence**

Where a leave of absence without pay is approved together with a vacation period, the period of leave without pay shall follow the paid vacation period.

### **Part III Accountability**

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

### **Part IV Review**

- 4.1 Formal Procedure reviews will be conducted every ten(10) years. The next scheduled review date for this Procedure is January 14, 2021.
- 4.2 In the interim, these Procedures may be revised or rescinded if:
  - (a) the President and/or Vice-President (Administration) deems necessary;  
or
  - (b) the relevant Policy is revised or rescinded.

### **Part V Effect on Previous Statements**

- 5.1 This Procedure supersedes:
  - (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter contained herein;
  - (b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein; and
  - (c) Procedures: Vacation Entitlement for Academic Staff (dated April 1, 2004)

**Part VI**  
**Cross References**

Policy: Vacation Entitlement for Academic Staff