



UNIVERSITY OF MANITOBA POLICY

Policy:	Vacation Plan for Excluded Management, Administrative and Professional Staff
Effective Date:	April 1, 2004
Revised Date:	
Review Date:	April 1, 2014
Approving Body:	Board of Governors
Authority:	
Responsible Executive Officer:	President
Delegate: (If applicable)	Vice-President (Administration)
Contact:	Executive Director of Human Resources
Application:	Employees [Excluded Management, Administrative and Professional Staff]

Part I Reason for Policy

- 1.1 To establish an annual paid vacation in order to provide Excluded Management, Administrative and Professional Staff members with a break from their regular duties. This Policy will ensure that the University complies with provincial legislation regarding vacations with pay. In addition to this, the University wishes to have a vacation plan which will assist in the recruitment of new support staff and the retention of existing staff. This policy is designed to ensure that these procedures and standards are applied in a consistent, fair and equitable manner across the University.

Part II Policy Content

The University of Manitoba intends to provide all Excluded Management, Administrative and Professional Staff with a paid vacation to serve as a break from employment. The vacation period will be competitive with vacation periods provided by other public sector employers in Manitoba and equitable with vacations provided to unionized support staff within the University community.

It is the University's expectation that each employee will take this vacation period in the year in which it is provided. When an employee requests vacation time, the supervisor shall grant such time provided the needs of the department are met.

The University shall establish under Procedure: Vacation Plan for Excluded Management, Administrative and Professional Staff the details regarding the calculation of vacation entitlement, provisions for borrowing and carrying forward vacation, the process to be followed in order to receive approval to take vacation entitlement regulations.

Part III Accountability

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents are 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) 1101 Vacation Plan for Managerial, Professional and Confidential Support Staff dated January 16, 1992.

Part VII Cross References

Procedures: Vacation Plan for Excluded Management, Administrative and Professional Staff

Policy: Hours of Work and Overtime for Excluded Management, Administrative and Professional Staff

Procedures: Hours of Work and Overtime for Excluded Management, Administrative and Professional Staff