



**UNIVERSITY OF MANITOBA
PROCEDURE**

Procedure:	Vacation Plan for Excluded Management, Administrative and Professional Staff
Parent Policy:	Vacation Plan for Excluded Management, Administration and Professional Staff
Effective Date:	April 1, 2004
Revised Date:	June 23, 2012
Review Date:	April 1, 2014
Approving Body:	Administration: President
Authority:	Vacation Plan for Excluded Management, Administration and Professional Staff
Responsible Executive Officer:	Vice-President (Administration)
Delegate: (If applicable)	
Contact:	Associate Vice-President (Human Resources)
Application:	Employees: See list below

Groups: Excluded Management, Administrative and Professional Staff (EMAPS)

**Part I
Reason for Procedure**

To identify the calculation process for vacation benefits for Excluded Management, Administrative and Professional Staff and establish the procedures for requesting and authorizing vacation time.

**Part II
Procedural Content**

2.1 Definitions

2.1.1 The vacation year shall be defined as a one (1) year period from April 1st to March 31st.

2.1.2 "Vacation Entitlement" shall be defined as the number of hours available to a staff member for use as vacation in the current vacation year.

2.1.3 "Vacation Accrual" shall be defined as the number of hours accumulated toward the next year's vacation entitlement, or as the vacation accrual which is payable upon termination/resignation or upon interruption of employment.

2.1.4 "Accumulated Service" shall be defined as the total accumulated time in years the staff member has worked for the University without termination; resignation; or layoff for twelve (12) consecutive months.

2.2 Approval

Where the term "approved" or "approval" is used in this Procedure, it shall mean the approval of the President, the appropriate Vice-President, the Dean or Director, the Head of the Administrative Unit or the Department Head to whom the staff member in question would normally report.

2.3 Vacation Plan

Staff members shall be entitled to vacation with pay in accordance with the following table. Column A represents the accumulated service at March 31st of any year, and Column B represents the number of hours of vacation for each bi-weekly pay period or prorated part thereof worked in the interval between April 1st of the previous year and March 31st of the then current year. Column C represents the annual equivalent of Column B assuming continued full-time employment. The vacation multiplier referred to under Columns B and C means the daily base hours based on the full time schedule of a position. The following examples illustrate the different daily base hours and full time equivalent:

Example 1:

For a full time employee who works 35 hours per week, the daily base hours are 7 hours (35 hours per week divided by 5 days per week) and therefore the vacation multiplier is 7.

Example 2:

For a full-time employee who works 40 hours per week, the daily base hours are 8 hours (40 hours per week divided by 5 days per week) and therefore the vacation multiplier is 8.

Example 3:

For a part time employee who works 28 hours per week in a position in which the full time hours per week are 35 hours per week, the daily base hours are 7 hours (35 hours per week divided by 5 days per week). Whereas the full-time equivalent is 0.8 (28 hours per week divided by 35 hours per week).

COLUMN A	COLUMN B	COLUMN C
Accumulated Service in Years at March 31st	Hours of Vacation per Bi-Weekly Period Worked	Maximum Hours* of Vacation (Annual Full Time Equivalent)
0.00 to 5.99	0.58 days x vacation multiplier	15 days x vacation multiplier
6.00 to 11.99	0.77 days x vacation multiplier	20 days x vacation multiplier
12.00 to 19.99	0.96 days x vacation multiplier	25 days x vacation multiplier
20.00 or more	1.15 days x vacation multiplier	30 days x vacation multiplier

* For a staff member whose daily base hours have changed during the vacation year, the maximum hours of vacation entitlement under Column C will be prorated.

2.3.1 To determine a staff member's vacation entitlement:

- a) determine the appropriate accumulated service category at March 31st in Column A (e.g. for a staff member with 2.82 years accumulated service the appropriate category is 0.00 to 5.99);
- b) for a salaried staff member who was employed full time for twenty-six (26) bi-weekly pay periods during the previous vacation year, the hours of vacation entitlement appear in Column C;
- c) for a salaried staff member who was employed full time for less than twenty-six (26) bi-weekly pay periods in the previous vacation year, a detailed calculation is required. Determine the number of bi-weekly pay periods worked during the previous vacation year. Periods of less than a full

pay period are prorated (e.g. a staff member who has worked 17 full pay periods plus 6 days has worked 17.6 pay periods);

d) multiply the number of pay periods by the appropriate vacation multiplier and then by the full time equivalent (FTE). Applying Example 3 above, the vacation multiplier is 7, and if the staff member has 3 years of service at March 31st, the vacation entitlement is thus 0.58 days x 7 (vacation multiplier) x 0.8 (FTE) = 3.248 hours under Column B. Whereas, under Column C, the vacation entitlement is 15 days x 7 (vacation multiplier) x 0.8 (FTE) = 84 hours per year.

2.3.2 Any absence from work with pay such as sick leave, vacation, bereavement leave, etc. does not affect the calculation of vacation accrual and shall be considered as time worked.

2.3.3 Leaves of absence without pay shall not be considered as time worked for the purpose of service or vacation accrual.

2.3.4 Normally Human Resource Services will process the vacation renewals by April 30th of each year. By May 1st of each year, departments will be advised of the availability of the new vacation entitlement information in the Human Resource Information System.

2.4 **Vacation in Lieu of Self-Directed Work**

In addition to vacation entitlement based on accumulated service, staff members may be entitled to earn a maximum of five (5) additional working days of vacation accrual in each vacation year (pro-rated to the FTE) in lieu of pay for self-directed work as provided in the Hours of Work and Overtime for Excluded Management, Administrative and Professional Staff Policy.

2.4.1 Staff members commencing employment after March 31st will be credited with a pro rata portion thereof.

2.4.2 Current staff members who wish to elect self directed work must do so effective the April 1st following the election.

2.5 **Vacation in Advance and Carryover of Vacation Entitlement**

2.5.1 Excluded Management, Administrative and Professional members may request from their departments approval to take accrued vacation (including the vacation days for self-directed work) in advance provided that the staff member has earned the equivalent vacation credits. In addition, up to ten (10) working days of vacation may be carried over from the normal vacation year to the next vacation year. Human Resource Services shall receive copies of any agreement regarding the carryover of vacation days. In the event that an employee takes more days of vacation than the employee has accrued or is entitled and subsequently resigns or

has his/her employment terminated, the overpayment shall be recovered on the employee's final salary payment.

2.5.2 Employees may request approval to use current year vacation entitlements at any time. After January 1st of each vacation year (April 1 - March 31) departments are responsible for scheduling unused current year vacation entitlement which is in excess of the carryover limits permitted in section 2.5.1 above. Except in the case of extended sick leave, maternity or parental leave, vacation carryover in excess of the carryover limits will not be permitted. Vacation entitlement in excess of the carryover limits will be scheduled for the employee and will not be paid out to an employee.

2.6 **Vacation and Leave of Absence**

Where a leave of absence without pay is approved in order to extend a vacation period, the period of leave without pay shall follow the paid vacation period.

2.7 **Sick Leave and Bereavement Leave**

In the event that an employee is hospitalized for twenty-four (24) hours or more or is bedridden for three (3) or more days during his/her vacation, sick leave may be substituted for vacation leave in accordance with the appropriate University Sick Leave Policy. An employee who is on vacation and becomes entitled to bereavement in accordance with the Temporary Absences from Work Procedures shall, upon request, within five (5) working days of the end of the vacation, be allowed to substitute bereavement leave for vacation.

2.8 **Vacation Payment in Advance**

Employees leaving on vacation may receive their vacation salary prior to the start of their vacation upon request of the Payroll Department at least ten (10) working days in advance of the start of their vacation period.

2.9 **Vacation on Resignation, Termination or Interruption of Employment**

2.9.1 Should a salaried employee be laid off, resign, retire or for any other reason including long term disability have his/her employment interrupted or terminated, the vacation entitlement and vacation accrual shall be paid to the employee. Vacation entitlement shall be paid in hours at the regular hourly rate while vacation accrual shall be paid in accordance with Table 2. This provision shall not apply to an employee who is laid off for a specific and temporary period of time.

2.9.2 For a leave of absence without pay for a period over six (6) months, the vacation entitlement shall be paid to the employee while the vacation accrual shall be kept and be transferred to the employee's vacation entitlement during the calculation of vacation entitlement for the next vacation year in April.

2.10 **Christmas - New Year's Break**

2.10.1 Staff members who qualify for the half (½) day holidays before Christmas Day and New Year's Day, Boxing Day, Floating Holiday and New Year's Day as paid holidays shall also be entitled to three (3) additional days paid vacation.

2.10.2 The three (3) days paid Christmas - New Year's Vacation Entitlement shall normally be taken in conjunction with the annual Christmas - New Year's Break on such days as designated by the University by March 1st preceding the Christmas - New Year's Break in each year.

2.10.3 If alternate arrangements, with respect to the day(s) the aforementioned holidays and/or vacation entitlement are observed, are necessary due to the nature of the operation of any given department or area of the University, said arrangements shall be subject to approval and the affected staff member(s) shall be given ten (10) working days notice of the approved alternate arrangements.

2.10.4 The alternate day(s) off with pay shall be taken at another time in the current vacation year as mutually agreed between the supervisor and the employee(s).

2.11 **Vacation Pay for Hourly Paid Staff**

2.11.1 Hourly-rated staff members shall have vacation pay added to their regular pay in each pay period in accordance with Table 2 in lieu of annual vacation with pay. Column A represents the number of years of accumulated service at March 31st and Column B represents the percentage of the normal hourly rate to be paid in addition to the normal hourly rate.

2.11.2 The above mentioned vacation pay is not added to hours worked at overtime rates.

2.11.3 Hourly-rated staff members shall be entitled to leave without pay for a vacation period equal in days to the amount of vacation pay received during the previous vacation year.

COLUMN A	COLUMN B
Accumulated Service in Years at March 31st	Vacation Pay (Percentage)
0.00 to 5.99	6%
6.00 to 11.99	8%
12.00 to 19.99	10%
20.00 or more	12%

Part III Accountability

- 3.1 The University Secretary is responsible for advising the President that a formal review of these Procedures is required.
- 3.2 The Associate Vice-President (Human Resources) is responsible for the communication, administration and interpretation of these Procedures.

Part IV Review

- 4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for these Procedures is April 1, 2014.
- 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 These Procedures supersede:
 - (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) Vacation Plan for Excluded Management, Administrative and Professional Support Staff Procedures (dated April 1, 2004).

Part VI Cross References

Vacation Plan for Excluded Management, Administrative and Professional Support Staff Policy