



## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>Vacation Plan for Excluded Student and Out of Province Support Staff</b>
<b>Effective Date:</b>	January 27, 2009
<b>Revised Date:</b>	
<b>Review Date:</b>	January 27, 2019
<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: Excluded Student and Out of Province Support Staff

### Part I Reason for Policy

To establish an annual paid vacation in order to provide students and out of province support staff who are excluded from bargaining units 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 students and out of province support staff excluded from bargaining units 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.

2.1 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.

### **2.2 Self-Directed Work**

2.2.1 All Excluded Out of Province Support Staff may apply in writing to their supervisor for approval for an additional week of vacation under Policy: Vacation Policy for Excluded Students and Out of Province Support Staff. This additional week of vacation shall be compensation for the right to perform self directed work.

2.2.2 This self directed work shall be at the discretion of the employee and shall not require prior authorization to work additional hours. The self directed work shall not be considered as overtime. New employees will be informed of the application process at the time of hire and current employees will have this arrangement reviewed on an annual basis.

2.2.3 The University shall establish procedures governing the operation of the self directed work arrangements.

2.3 The University shall establish under Procedure: Vacation Plan for Excluded Student and Out of Province Support 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 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 January 27, 2019.
- 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;

**Part VII  
Cross References**

- (1) Procedures: Vacation Entitlement for Excluded Students and Out of Province Support Staff
- (2) Policy: Hours of Work and Overtime for Certain Non-Union Support Staff
- (3) Procedures: Hours of Work and Overtime for Certain Non-Union Support Staff