



**UNIVERSITY OF MANITOBA  
PROCEDURE**

<b>Procedure:</b>	<b>Vacation Plan for Excluded Student and Out of Province Support Staff</b>
<b>Parent Policy:</b>	Vacation Plan for Excluded Student and Out of Province Support Staff
<b>Effective Date:</b>	January 27, 2009
<b>Revised Date:</b>	
<b>Review Date:</b>	January 27, 2019
<b>Approving Body:</b>	Administration: President
<b>Authority:</b>	Policy: Vacation Plan for Excluded Student and Out of Province Support 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: Student Support Staff; Out of Province Support Staff

**Part I  
Reason for Procedure**

To set out Procedures secondary to the Policy entitled "Vacation Policy for Excluded Student and Out of Province Support Staff" in connection with:

- (a) the definition of the vacation plan for the staff; and
- (b) the approval process for vacation.

**Part II  
Procedural Content**

**2.1 Definitions**

2.1.1 The vacation year shall be defined as a one 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 a staff member has worked for the University without termination; resignation; or layoff for twelve (12) consecutive months.

2.1.5 Employees in positions of less than one year in duration or in positions with hours of work that vary from week to week are referred to as hourly paid employees and shall receive vacation pay included with their regular salary in accordance with Table 2 below.

2.1.6 Salaried employees are employed in positions which continue for a year or more and therefore are expected to take a paid vacation in accordance with the provisions of 2.3 below.

## 2.2 **Approval**

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

## 2.3 **Vacation Plan**

Salaried 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).

TABLE 1		
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.

Vacation entitlement amounting to a portion of a day will be rounded to the nearest full hour, i.e. 2.50 is rounded to 3, 2.49 is rounded to 2.

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 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 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  $0.58 \text{ days} \times 7 (\text{vacation multiplier}) \times 0.8 (\text{FTE}) = 3.248 \text{ hours}$  under Column B. Whereas, under Column C, the vacation entitlement is  $15 \text{ days} \times 7 (\text{vacation multiplier}) \times 0.8 (\text{FTE}) = 84 \text{ hours}$  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 After April 1st of each year departments will be able to access vacation entitlements for the current vacation year through the Human Resource Information System. Requests for vacation time will be granted if the needs of the Department can be recognized.

## 2.4 **Vacation in Lieu of self-directed Work**

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

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 Staff members may request from their departments written approval to take up to five (5) working days of vacation in advance provided that the staff member has earned the equivalent vacation credits, plus up to ten (10) working days of vacation may be carried over from the normal vacation year to the next vacation year for a combined advance and carryover total of up to fifteen (15) working days of vacation. Human Resource Services shall receive copies of any agreement regarding vacation taken in advance and carryover of vacation days.

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 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 is not entitled to bereavement leave during periods of 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 Termination of Employment**

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 or an employee who is on leave of absence without pay from his/her position.

For a leave of absence without pay for a period over 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 Vacation Pay for Hourly Paid Staff

2.10.1 As a paid vacation period can not be granted during the term of the appointment, hourly paid staff members shall have vacation pay added to their regular pay in each pay period in accordance with Table 2 in lieu of an 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.

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

2.10.3 Hourly paid 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.

TABLE 2	
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 or the President is responsible for initiating a formal review of these Procedures.
- 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 27, 2019.
- 4.2 In the interim, these Procedures may be revised or rescinded if:
  - a) the Approving Body 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 Procedures, and resolutions on the subject matter contained herein; and
  - b) all previous Administration Procedures, and resolutions on the subject matter contained herein; and

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

Policy: Vacation Policy for Excluded Student and Out of Province Support Staff