

# ME VACATION AND SPECIAL LEAVE GUIDELINES

## Management Excluded – Vacation

### Entitlement:

- annual vacation allotment is determined by the number of years of continuous employment and calculated on a calendar year basis

Calendar Years of Continuous Employment	Vacation Days per Year (Includes Long Service)
First year	Prorated based on 22 days per year
2 through 5 years	22 working days
6 through 10 years	24 working days
11 through 15 years	27 working days
16 through 20 years	28 working days
20 years onward	29 working days

- term employees:
  - o where initial appointment is for one year or longer, will earn vacation on the same basis as outlined above for continuing employees
  - o where initial appointment is for less than one year, eligible for 15 days per year
  - o where initial appointment is for less than one year and then extended beyond the year, will earn vacation on the same basis as continuing employees from the point their position is extended beyond the year
- prorated for part-time and partial year of service

### Expectation:

- Employee and supervisor manage the employee's vacation allotment and ensure time off is scheduled and the allotment is fully utilized each year
- may carry forward a maximum of ten (10) days of unused vacation into the following year up to June 30<sup>th</sup>, with prior written approval of supervisor
- in *exceptional circumstances*, may make special requests to carry forward vacation in excess of ten (10) days or beyond June 30 with prior written approval of Executive team ( i.e. respective VP)

### Tracking:

- responsibility for tracking entitlements and usage rests with the department

### Carryover balances:

- must be taken by June 30<sup>th</sup> of the following year, or will be paid out (by the department) as at July 1 where special request accepted to carry forward beyond June 30, must use by December 31 or will be paid out (by the department)

### Process for payment of unused carry forward of vacation:

- if vacation is not used by June 30 of the following calendar year, and employee did not receive approval to carry forward vacation beyond this date:
  - o department completes a position status change form (<https://web.finance.uvic.ca/forms/index.php>) to pay out the carry forward vacation
    - indicate the number of days to be paid out
    - note the year in which it was earned
  - o the completed and signed form is forwarded to the HRIS/Payroll unit
- If approval has been received for the employee to carry forward vacation beyond June 30 of the following calendar year:
  - o Department will pay out any unused carry over vacation in January

Questions? Please refer to to the Management Excluded Terms & Conditions of Employment document, or Rebecca Lumley at [lumleyr@uvic.ca](mailto:lumleyr@uvic.ca) or local 4359.

## Management Excluded – Special Leave

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### Entitlement:

- 1 week with pay in each year of continuous service within any continuing excluded management appointment
- 1 week with pay as follows for term employees:
  - o where initial appointment is for one year or longer
  - o where initial appointment is for less than one year, eligible for special leave from the point position is extended beyond the year
- pro-rated for part time and partial year of service.

### Expectation:

- must be taken in the year earned
- can only carry forward with approval from supervisor. Maximum carry forward is to June 30<sup>th</sup> of the following year

### Tracking:

- responsibility for tracking entitlements and usage rests with the department

### Carryover balances:

- must be taken by June 30<sup>th</sup> of the following year
- in exceptional circumstances where carry forward cannot be taken by June 30<sup>th</sup> of the following year, payment for unused carry forward special leave balances requires Vice President approval
- payment for unused carry forward special leave balances will occur on the June 30<sup>th</sup> pay day

### Process for payment of unused carry forward of special leave:

- department completes a position status change form (<https://web.finance.uvic.ca/forms/index.php>) in a timely manner such that pay is reflected on the employee's June 30<sup>th</sup> pay (<https://web.finance.uvic.ca/hris/calendar.php/>)
  - o indicate the number of special leave days to be paid out
  - o note the year in which it was earned
- the completed and signed position status change form is forwarded to the appropriate VP for approval
- the VP's office forwards the signed change form to the HRIS/Payroll office to process the payout – confirm payroll to reduce bank at payout

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