



## Staff Vacation Policy

**Category:** Human Resources;

**Jurisdiction:** Vice President, Administration and Finance;

**Approval Authority:** Executive Team;

**Established on:** March 3, 2020;

**Amendments:** None.

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### 1. Purpose

Lakehead University strives to provide a healthy workplace that supports a work/life balance and provides employees with periods of uninterrupted time away from their jobs and work related duties.

The purpose of this policy is to provide a consistent approach to managing vacation. It is the responsibility of the employee and his/her supervisor to schedule and take vacation at a mutually agreeable time.

### 2. Scope

This policy applies to all full-time members of the university's non-unionized salaried staff "Employees" (i.e. Senior Management, Schedule II, Technical staff, and full-time contract positions of not less than 8 months in duration)

### 3. Policy Guidelines

- 3.1 For the purpose of this policy a vacation year runs from January 01 to December 31.
- 3.2 Employees' annual vacation entitlements are calculated on the basis of their years of completed full-time, uninterrupted service with the University in accordance with the following (Note: pro-rated entitlement applied in the initial year of hire);

- Start: 1st to 8th years of completed service - 1.25 days/month (15 days/yr)
  - Step 1: 8th year of completed service - 1.67 days/month (20 days/yr)
  - Step 2: 17 year completed service - 2.08 days/month (25 days/yr)
  - Step 3: 25 year completed service - (1 additional day) 2.17 days/month (26 days/yr)
  - Step 4: 26th year completed service - (1 additional day) 2.25 days/month (27 days/yr)
- 3.3 Upon hire, Senior Management shall be entitled to vacation starting at Step 1 and shall continue to accrue vacation entitlement in accordance with the above vacation schedule.
- 3.4 Senior Management shall receive all applicable vacation credits on January 1 of each year.
- 3.5 Vacation credits shall expire at the end of each calendar year (December 31).
- 3.6 Vacation credits cannot be accumulated in one year for use in a subsequent year. In exceptional circumstances with prior approval of the employee's supervisor, vacation credits may be carried over. Requests to carry over such credits must be made in writing to the supervisor and must indicate the specific reason for the carry-over. The written request and supervisor's endorsement must be submitted to the Office of Human Resources prior to December 01, for review and authorization by the Associate Vice-President of Human Resources.
- 3.7 Should the vacation carryover request be approved, the employee will exhaust the carry-over time identified in 3.6 in addition to her/his annual vacation allotment prior to December 31<sup>st</sup> of the following year.
- 3.8 Notwithstanding 3.6 above, Employees may carry over 5 days of earned vacation credits at year-end without having to seek authorization.
- 3.9 Employees having accumulated carry-over vacation credits prior to the implementation of the revised policy (January 1, 2012) shall maintain those credits for subsequent use. However, effective January 1, 2012 an employee with more than 5 days of accumulated vacation credits will not be allowed to increase his/her carry-over total for any reason. Department supervision shall be expected to put a plan in place for Employees which will systematically reduce existing carry-over entitlements.

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- 3.10 There shall be no remuneration in lieu of unused vacation.
- 3.11 At the request of the employee and upon supervisor approval, vacation credits may be applied to an absence due to illness after the expiration of sick leave benefits.
- 3.12 Employees who leave the employment of the University shall receive pay in lieu of unused earned vacation.
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**Review Period:** 5 years;

**Date for Next Review:** 2024-2025;

**Related Policies and Procedures:** Staff Vacation (Salaried Employees); Staff Vacation (Senior Management);

**Policy Superseded by this Policy:** None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: [univsec@lakeheadu.ca](mailto:univsec@lakeheadu.ca).