

## TMG Vacation Entitlement

### Vacation Scheduling

1. All vacation days are scheduled by mutual agreement between the supervisor and the employee, subject to the departmental work requirements.
2. Vacation days are earned in the benefit year, the twelve-month period from July 1 to June 30.
3. Vacation days are taken in the calendar year, the twelve-month period from January 1 to December 31.
4. Vacation days taken must not exceed vacation days earned. For example, on January 1st (half-way through the benefit year) an employee would be eligible for half their full vacation entitlement. If the full entitlement were 20 days (at June 30), they would be eligible for 10 days on January 1st.
5. Notwithstanding paragraphs 2-4, above, effective July 1, 2019 employees on leaves of absence shall accrue vacation pay based on their earnings, subject to paragraphs 5(a) and (b), below.
  - a) Supplemental Unemployment Benefits (SUB) received during a pregnancy, parental, or family medical leave shall be deemed to be earnings for the purpose of determining vacation pay, and shall be deemed to be earned at 100% of the employee's regular rate of pay (irrespective of the actual SUB and/or Employment Insurance Benefits received during such leaves).
  - b) Salary Continuance received in accordance with Salary Continuance Program shall be deemed to be earnings for the purposes of determining vacation pay.
6. It is University policy that each member of TMG should take their full amount of vacation entitlement within the appropriate calendar year; any days not taken will normally be considered lost. An employee may submit a written request for carry-over of up to 5 days vacation to their direct supervisor for approval. Requests for vacation carry-over in excess of 5 days must be approved by the appropriate vice-president.

### Annual Vacation Entitlement

Based on full-time service at June 30. Less than full-time will be appropriately pro-rated.

	Vacation Group	
	A	B
Less than one year (expressed in working days per completed months of service)	1.25	1.67
1 but less than 4 years of service	15	20
4 but less than 10 years of service	20	20
10 but less than 12 years of service	21	21
12 but less than 14 years of service	22	22
14 but less than 16 years of service	23	23
16 but less than 18 years of service	24	24
18 but less than 30 completed years of service	25	25
30 or more completed years of service	30	30

<b>Vacation Group</b>	<b>Category</b>
A	All those in TMG except those in vacation group B
B	Senior Professional/Management employees and equivalent positions (Band M and higher)

Revised: April 2019