



PROCEDURE FOR POLICY 6.6 – Vacation, Statutory Holidays and Personal Days

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Staff member will use earned vacation entitlement so that the unused portion will expire at any time.

And upon written application to the immediate supervisor, a staff member may accumulate earned vacation entitlement to a maximum of 40 days. Such accumulation is approved in writing by the Dean or Budget Unit Head upon the recommendation of the immediate supervisor.

When a staff member transfers from one unit in the University to another, the responsibility for the staff member's accumulated vacation will be shared as follows:

The unit to which the staff member is transferring will be responsible for the first 10 days of accumulated vacation.

The unit from which the staff member is leaving will be responsible for compensating the staff member for all unused vacation in excess of 10 days.

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Calculating vacation days, please use the table below:

| Vacation Entitlement | |
|----------------------|---------------------|
| Annual Days | Monthly Days Earned |
| 15 | 1.25 |
| 20 | 1.67 |
| 25 | 2.08 |
| 26 | 2.17 |
| 27 | 2.25 |
| 28 | 2.33 |