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**VACATIONS**

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| <b>Approval Authority</b>             | President   |
| <b>Responsible Executive</b>          | Provost and Vice President, Academic  |
| <b>Related Policies / Legislation</b> | Board policy direction Human Resources Development and Management (BPD-225)<br>Collective Agreement |

**POLICY**

Annual vacations will normally not be allowed to become an ongoing liability.

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**REGULATIONS**

1. Annual vacation shall be taken within six months after the period in which it is earned. (For employees covered by the Collective Agreement, this would be December 31.)
  2. Any extension beyond the six-month period shall be approved by the appropriate senior administrator before the end of the six-month period, and any additional extension shall be subject to approval by the President.
  3. Where an employee's annual vacation or portion thereof is extended beyond the period in which it was earned and the employee subsequently terminates employment with the university, those vacation days carried forward shall be paid at the rate earned on the last day of the year in which the vacation entitlement was earned.
  4. As a general policy, vacation entitlement should be taken as time off and not paid in cash. The President may, however, authorize payment of cash in lieu of vacation, as he may deem appropriate.
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