



VACATION POLICY

As an organization, we value our employee's entitlement to take a vacation leave from work. We believe that taking time away from work for a vacation is an important part of physical, mental, social, and family health as well as for maintaining individual well-being. We encourage our employees to take and enjoy the vacation time they have accrued.

Vacation Planning

Vacation days must be taken on or before June 30. If an employee does not request vacation by March 30, vacation days equal to their annual entitlement will be assigned for them.

Managerial staff may carry forward no more than 20 days of vacation without prior approval. Staff may carry forward no more than 10 days of vacation without prior approval. Employees with earned vacation days in excess of these amounts will be asked to take additional days and may be assigned vacation days up to the total amount of accrued vacation days earned.

Employees can make requests for vacation throughout the year; may request vacation up to 12 months in advance and may make vacation leave requests based on vacation hours that will be accrued up to the date reflected in the vacation request.

Campus Closures

If an employee takes vacation during a period that includes a campus closure day, the day of the campus closure is a vacation day and will not be replaced or result in a reduction in the number of vacation days to which the employee is entitled. The exception is if your vacation begins the business day after a campus closure or ends the business day before.

- Any days worked by employees when the campus is closed cannot be replaced with other days off
- Campus closures are not vacation days and cannot be accumulated and will not be compensated for if not taken.

Calendar Restrictions

Due to the nature of our business, certain employees or roles are not eligible to take vacation during specified periods of time. If you wish to take vacation during these restricted times, you may make a special request. Note that we may not be able to accommodate any vacation requests during this period.

Vacation Request Conflicts

Vacation requests will be managed on a first come first serve basis. Supervisors may ask that vacation requests be submitted on a particular date in order to coordinate the vacations of members of the same department. In the case of an unresolvable conflict in vacation period request from two or more employees received at the same time priority approval will be granted to the employee with the most seniority.

Duration of Vacation

Vacation may be taken in intervals of no less than 1 day and no more than 2 weeks. If seeking approval for vacation leave of more than 2 weeks in a row a special request must be submitted through an employee's direct supervisor to the Campus Executive. Note that it may not be possible to grant a vacation leave of more than 2 weeks.

Requesting Approval

All requests for vacation leave must be submitted in writing (email is appropriate) to an employee's direct supervisor a minimum of 2 weeks prior to the first date of the requested vacation period. This request must include the proposed start and end dates and total number of days/hours being requested.

It is the employee's responsibility to first confirm that the required vacation hours will have been accrued prior to the vacation start date via the ADP Payroll Portal before making the request.

The supervisor will present the request with approval or non-approval recommendation to the Campus Executive for final approval. This request must include the employee's name, job title, department, employee ID, name of direct supervisor, duration of the vacation leave and the start and return dates.

In the event a direct supervisor is absent the request may be submitted directly to the Campus Executive following the same request process.

Every effort will be made to approve an employee vacation request within 3 business days.

Vacation Restrictions

The final approval for a vacation request, is at the discretion of the Campus Executive. As a result of scheduling conflicts or workload a manager may turn down a request for vacation.

Entitlement: Employees will be granted an annual vacation of:



**FAIRLEIGH
DICKINSON
UNIVERSITY**

FDU-VANCOUVER

842 Cambie Street
Vancouver, British Columbia V6B 2P6
Canada
Voice: 604-682-8112
Toll-Free: 877-338-8002
Facsimile: 604-682-8132
E-mail: vancouver@fdu.edu
Web: www.fdu.edu/vancouver

- At least 2 weeks after 12 consecutive months of employment; or
- At least 3 weeks after 5 consecutive years of employment.

Employees may take their annual vacation in periods of 1 or more days. Statutory holidays that occur while the employee is on annual vacation do not count as vacation time.

Vacation Pay: Employees eligible for vacation pay rather than paid vacation, are entitled to the following amount of vacation pay:

- After 5 calendar days of employment, at least 4% of the employee's total wages during the year of employment entitling the employee to the vacation pay;
- After 5 consecutive years of employment, at least 6% of the employee's total wages during the year of employment entitling the employee to the vacation pay.