
Annual Vacation for Administrative, Professional and Technical Employees

Human Resources & Organizational Development (HROD)

Policy

1.0 Purpose

1.1 The purpose of this policy is to define the annual vacation that applies to the Administrative, Professional and Technical Employees in order to provide a rest break from their regular duties during the course of the year.

1.1.1 It is the intention of this policy that the vacation entitlement be taken during the vacation year in which it is earned.

2.0 Applicability

2.1 University-wide

2.2 This policy applies to all employees (with the exception of the President, Vice-Presidents, Deans, Associate Deans and Assistant Deans) of the University of New Brunswick who are not covered by a collective agreement. This group is defined as the Administrative, Professional and Technical group for the purpose of this policy.

3.0 Definitions

3.1 Vacation Year: The vacation year is defined to be the calendar year, that is, the period of January 1st to December 31st.

3.2 Service: Service shall be defined as the accumulated total regular time (expressed in years to two decimal places) an employee has worked for the University of New Brunswick without termination of employment (as defined by the Policy and Procedure Concerning Termination of Employment of Administrative, Professional and Technical Staff). Service shall accumulate during the period of Maternity or Parental leaves defined by the N.B. Employment Standards Act.

3.3 The calculation of services shall be prorated on the following basis: A year of service for an employee working 40 hours per week shall be 2080 hours; A year of service for an employee working 36.25 hours per week shall be 1885 hours; A year of service for an employee working 35 hours per week shall be 1820 hours;

3.4 All regular time paid by the Employee shall be treated as time worked for the purpose of accumulating service. Service will accrue during maternity and/or parental leaves only up to the maximum period defined by the Employment Standards Act of New Brunswick.



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- 3.5 Time Worked For the purpose of earning vacation entitlement, any absence from work with pay shall be deemed to be time worked with the exception of long term disability; maternity and/or child care leaves; and in the case of sick leave, vacation entitlement shall not accumulate after a total of thirty (30) working days sick leave within the vacation year.
 - 3.6 Vacation Entitlement: Vacation entitlement shall be defined as the number of vacation days earned in the current vacation year.
 - 3.7 Vacation Credits: Vacation credits are the total number of vacation days available in a vacation year, that is, the total of vacation entitlement days and vacation carry-over days.
 - 3.8 Vacation Carry-over: Vacation carry-over shall be defined as the number of days of vacation entitlement that have been approved for carry-over to the next vacation year.

4.0 Implementation

- 4.1 VACATION ENTITLEMENT FOR CONTINUING EMPLOYEE
- 4.2 A continuing employee shall be entitled to vacation with pay in accordance with the following table, where Column A represents the number of years of accumulated service and Column B represents the number of days of vacation entitlement for each bi-weekly pay period, or part thereof prorated, worked in the interval of January 1st to December 31st.



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COLUMN A	COLUMN B
Accumulated service in years	Days of vacation per bi-weekly period worked
0.00 to 7.99	.58
8.00 to 18.99	.77
19.00 or more	.96

- 4.3 The above chart produces a vacation entitlement of 3, 4 or 5 weeks respectively. For example, an employee with 6.75 years of accumulated service is entitled to 15 working days of vacation if the employee has been paid for 26 bi-weekly pay periods (i.e. $.58 \times 26 = 15.08 = 15$).
- 4.4 VACATION ENTITLEMENT FOR CONTINUING PART-TIME or RENEWABLE EMPLOYEE: For employees whose regular work schedule is not full time, the period of vacation entitlement shall be pro-rated and may be calculated in hours. Vacation entitlement for a continuing part-time employee shall be the same as for a continuing full-time employee except that it shall be calculated pro rata based on the fraction of the time worked.
- 4.5 ROUNDING: Decimal vacation entitlement shall be rounded off to the nearest whole number. For example, 8.49 becomes 8 days and 8.50 becomes 9 days.
- 4.6 VACATION IN LIEU OF OVERTIME: In addition to vacation entitlement based on accumulated service those employees who are not eligible for overtime (as defined in the Policy and Procedure Concerning Hours of Work and Overtime) are entitled to five (5) additional working days of vacation entitlement in lieu of pay for overtime, or the pro rata portion thereof calculated in the same manner as for normal vacation entitlement. The vacation credits due to this additional entitlement are calculated all together with the regular entitlement. This increases the factors used (as described in Column "B" above) from .58 to .77, from .77 to .96 and from .96 to 1.15 respectively. That is, there would only be one calculation and one possible rounding step.
- 4.7 VACATION PAY FOR TERM EMPLOYEES: Term employees shall receive vacation pay at the rate of four (4) percent of earnings paid with each regular pay.
- 4.8 PROBATIONARY EMPLOYEE: A probationary employee whose employment is terminated shall receive vacation pay of six (6) % of regular earnings for the period of employment. If

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paid vacation time has been approved by the Employer and taken by the Employee during the probationary period, then the vacation pay will be adjusted accordingly.

- 4.9 PERIODS OF VACATION: Under provincial legislation continuing employees are entitled to have an unbroken vacation of at least two weeks.
- 4.10 SCHEDULING OF VACATIONS: The Dean, Director or Head of Administrative Unit will attempt to schedule vacations at the time requested by the employees. However, vacation schedules must be in accord with the continued efficient operation of the department, therefore it remains at the discretion of the administrator to ensure that vacation schedules fit the needs of the department.
- 4.11 CARRY-OVER
- 4.11.1 It is expected that vacation entitlements are normally used during the vacation year in which they are earned. However, if this is not possible, or desirable, then the employee may request the administrator to carry-over up to ten (10) days of entitlement to the next vacation year. If the Dean, Director or Head of Administrative Unit agrees, then the approved request is to be submitted to the Department of Human Resources & Organizational Development. Any unused vacation credits in excess of the aforementioned ten (10) days will be either, at the discretion of the Employer, paid in cash at the end of the calendar year or be arbitrarily assigned to the employee by the Employer for use in the next vacation year.
- 4.11.2 Notwithstanding the above, an Employee may request additional vacation carryover in circumstances where he/she is unable to take their vacation within the calendar year due to operational requirements if the employee was refused vacation or unable to take due to illness or accident.
- 4.1 2 SICKNESS OR BEREAVEMENT: Where an employee qualifies for sick leave (by providing a medical certificate) or bereavement leave during the period of vacation, there shall be no deduction from vacation credits for such absence. The original vacation period that has been scheduled shall not normally be extended. These unused vacation days are to be re-scheduled at a later date.
- 4.1 3 TERMINATION OF EMPLOYMENT: On termination of employment, an employee shall be compensated for the vacation credits not taken as of the last day worked. If the vacation



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time taken by the employee is in excess of vacation credits, the employee will reimburse the Employer accordingly.

5.0 Interpretation and Questions

- 5.1 The Department of Human Resources & Organizational Development is located in Room 102 of the Physics and Administration Building in the Integrated University Complex on the Fredericton Campus. Questions concerning this policy may be directed to the Human Resources Consultant (Systems) at 453-4648.