

Holidays and Vacation Entitlement (Non-Academic Exempt) Policy

Category: Human Resources

Approval: PVP

Responsibility: Associate Vice-President, Human Resources

Date: July 4, 1995, Last Revised January 2016

Purpose/Reason for Policy:

The purpose of this policy is to outline the holiday and vacation entitlement for managerial exempt employees of Trent University.

Policy:

1. **Holidays**

Statutory and Non Statutory Holidays: All regular or recurring full time or part time employees will receive the following statutory and non-statutory holidays with one (1) day's pay, provided they work both the scheduled working day before and the scheduled working day after the holiday:

Statutory Holidays	Non-Statutory Holidays
New Year's Day	Civic Holiday
Good Friday	Family Day
Victoria Day	
Canada Day	
Labour Day	
Thanksgiving Day	
Christmas Day	
Boxing Day	

Where any of New Year's Day, Canada Day, Christmas Day or Boxing Day fall on either a Saturday or a Sunday, another day (generally the preceding Friday or following Monday) will be declared in its place.

2. **Additional Non-Statutory Holidays**

All regular and recurring employees shall be granted the working day before Christmas, three (3) working days between Christmas and New Year's, and one further working day over the Christmas period (to be designated annually by the Department of Human Resources) as paid non statutory holidays.

3. **Floating Holiday**

Trent University will grant each full and part-time (pro-rated) regular and recurring employee one other day as an additional paid non-statutory holiday. This day will be decided upon by each employee in consultation with the appropriate manager. The Floating Holiday must be used

during the period of July 1 to June 30 of each year.

The Floating Holiday cannot be carried over from one year to the next.

4. Contract and Temporary Employees

Contract and temporary employees will receive holidays in accordance with the provisions of the Employment Standards Act or the conditions stipulated in the individual contract of employment.

5. Compensation for Time Worked on Statutory Holidays

Employees who are required to work on any of the statutory holidays for which they qualify, will be compensated at their regular rate and receive up to a maximum 1 1/2 days off, pro-rated to reflect the total amount of hours worked.

Employees required to work on a statutory holiday, but who do not qualify for a paid statutory holiday will be paid time and one-half for each hour worked.

6. Vacation

(a) Entitlement: Vacation time entitlement accrues from July 1st to June 30th, to be taken the following year. Employees hired prior to September 30 will earn their full vacation entitlement as of the following June 30, to be taken between July 1 to June 30. For employees hired after September 30, their vacation entitlement will be prorated in accordance with the vacation schedule and outlined in their appointment letter, to be taken between the following July 1 to June 30.

Actual dates for vacations must be arranged with, and approved by, the Department/College Head or appropriate manager. Where an employee's vacation coincides with a paid holiday, a further day of vacation or pay in lieu of will be given.

(b) Special Service Recognition: In the 25th year, a Special Service Recognition vacation consisting of an extra five (5) days for a total of thirty one (31) days of vacation in the 25th year only. The Special Service Recognition cannot result in an employee being awarded more than six weeks vacation in a given year.

(c) Vacation Carryover: Normally, vacations may not be carried over from one vacation year to another, however, in certain situations and with prior written approval of the supervisor and the Department of Human Resources, vacation days to a maximum of five (5) working days may be carried over to the next vacation year.

(d) Sickness/Accident/Bereavement During Vacation: When an employee is hospitalized or bereaved during a vacation period, there shall be no deduction from vacation credits for such period of hospitalization or bereavement entitlement.

An employee suffering an incapacitating illness or injury which prevents the employee from participating in previously arranged vacation travel and/or which otherwise seriously prohibits enjoyment of a normal vacation routine, shall receive consideration on a case-by-case basis to extending and/or otherwise re-organizing the vacation period for an appropriate period of time. A medical certificate documenting the illness or injury and the length of time the employee was incapacitated must be provided. Requests of this nature shall be submitted to the Associate Vice President of Human Resources.

Vacation Schedule:

Confidential Employees (Non-Managerial)		
Years of Service	Vacation Entitlement (in days)	Vacation Pay (Calculation*)
Less than 1 year	One day per month (to a maximum of 10)	4.0%
1	10	4.0%
2	12	4.8%
3	15	6.0%
4	15	6.0%
5	15	6.0%
6	16	6.4%
7	17	6.8%
8	18	7.2%
9	20	8.0%
10	20	8.0%
11	21	8.4%
12	21	8.4%
13	22	8.8%
14	22	8.8%
15	23	9.2%
16 - 19	25	10.0%
20+	26	10.4%
Management Employees		
Years of Service	Vacation Entitlement (in days)	Vacation Pay (Calculation*)
Less than 1 year	One day per month (to a maximum of 15)	4.0%
1	15	6.0%
2	15	6.0%
3	15	6.0%
4	15	6.0%
5	15	6.0%
6	20	8.0%
7	20	8.0%
8	20	8.0%
9	20	8.0%
10	25	10.0%
11	25	10.0%
12	25	10.0%
13	25	10.0%
14	25	10.0%
15	25	10.0%
16 - 19	25	10.0%
20+	26	10.4%

Senior Management		
Years of Service	Vacation Entitlement (in days)	Vacation Pay (Calculation*)
1	20	8.0%
5	25	10.0%
10	30	12.0%

*Vacation Payout less any days taken

- Vacation entitlement will be prorated accordingly;
- Vacation entitlement does not accrue during long term unpaid leaves of absence of four months or longer.

Contact Officer:

Associate Vice-President, Human Resources

Date for Next Review:

January 2021

Related Policies, Procedures & Guidelines

- N/A

Policies Superseded by This Policy:

- N/A