

## ARTICLE 9. VACATIONS

- 9.1 A vacation is a period in which a Member need not be accountable to the University. The Member will be paid during such vacations but there shall be no remuneration in excess of the annual salary in the event a Member chooses to work through all or part of his/her vacation period.
- 9.2 In addition to statutory holidays, each Member is entitled to twenty-seven (27) working days of vacation in every full year of service. In cases where a Member has less than one (1) full year's service, his/her vacation entitlement shall be calculated on a pro rata basis. Service includes vacation days taken. A Member who does not work during the Christmas-New Year's Break as designated by the University shall count such vacation days within his/her vacation entitlement.
- 9.2.1 Except by prior arrangements with the dean/director, entitlement to annual vacation shall not be cumulative. Vacation may be taken until the first August 31 that follows the end of a given year of service. Vacation entitlement expires at the end of a faculty member's/instructor's appointment. In no circumstances may vacation entitlement be carried forward more than one (1) additional year.
- 9.2.2 Except by prior arrangements with the University Librarian, entitlement to annual vacation shall not be cumulative. Vacation may be taken until the first March 31 that follows the end of a given year of service. Vacation entitlement expires at the end of a librarian's appointment. In no circumstances may vacation entitlement be carried forward more than one (1) additional year.
- 9.3 A faculty member/instructor may take his/her annual vacation at any time outside the first and second terms provided that:
- 9.3.1 the vacation does not coincide With a period in which he/she has undertaken a particular responsibility such as teaching Summer Session 1 and/or 2, registration, orientation or counselling students; and
- 9.3.2 his/her dean/director is notified in advance and in accordance with procedures adopted by the dean/director after consultation with the faculty/school council.
- 9.4 Vacations at other times shall be arranged only with the written approval of the dean/director.
- 9.5 The vacation year for academic librarians shall be from April 1 to March 31 of the following year.
- 9.6 An academic librarian may take vacation entitlement earned in one vacation year during the next following vacation year at any time mutually agreeable to the academic librarian and the University Librarian.
- 9.7 A Member, while on a twelve (12) month research/study leave, shall be deemed to have taken twenty-seven (27) vacation days, unless otherwise arranged with the dean/director.