

Vacations for Librarians

Based on full-time service at June 30. Less than full-time will be appropriately pro-rated.

Less than one year (expressed in working days per completed months of service)	1.92 days
1 but less than 4 years' service	23 days
4 but less than 18 years' service	23 days
18 but less than 30 completed years	25 days
30 or more completed years	30 days

1. All vacation days are scheduled by mutual agreement between the supervisor and the staff member, subject to the departmental work requirements.
2. Vacation days are *earned* in the benefit year, the twelve month period from July 1 to June 30.
3. Vacation days are *taken* in the calendar year, the twelve month period from January 1 to December 31.
4. Vacation days taken must not exceed vacation days earned. For example, on January 1st (half-way through the benefit year) a staff member would be eligible for half his/her full vacation entitlement. If the full entitlement were 20 days (at June 30), he/she would be eligible for 10 days on January 1st.
5. It is University policy that each member of staff should take his/her *full* amount of vacation entitlement within the appropriate calendar year; any days not taken will normally be considered lost. However, upon the written application of the staff member, supported by the written approval of the supervisor, the Director of Human Resources may approve the carry-over of a few vacation days to the next calendar year.