

	<b>Vacation Policy For Managers &amp; Confidential Staff</b> #10.19	
<b>CATEGORY:</b> People & Culture	<b>APPROVAL DATE:</b> May 13, 2024	
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<b>APPROVAL:</b> Board of Governors		
<b>SPONSOR:</b> Vice-President, Finance & Administration		
<b>CONTACT:</b> Executive Director, People & Culture		
<b>PREVIOUS VERSIONS:</b> None		

### ACKNOWLEDGEMENTS

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### 1. PURPOSE

Vacations are planned breaks from the workplace, meant to provide an opportunity for refreshment and rejuvenation. The purpose of this policy is to confirm OCAD University's commitment to supporting time off for managers and confidential staff to promote their health and well-being, and in accordance with legal obligations and policy commitments, as well as to outline the treatment of vacation time and accrual.

### 2. SCOPE

This policy applies to all permanent OCAD University (OCAD U) managers and confidential staff, as well as those managers and confidential staff on temporary appointments with an anticipated duration of more than one year. For the purpose of this policy, the term 'managers' includes Vice-Presidents, Associate Vice-Presidents, Deans, and administrative managers. Confidential staff are administrative employees who, due to the confidential nature of their work, are excluded from the union.

### 3. POLICY

#### 3.1. Introduction

Because the OCAD U workplace is frequently busy and demanding, it is not unusual for managers and confidential staff to want to postpone their vacations. While often a challenge, an important joint responsibility between individual employees and their managerial supervisors is to undertake vacation planning as a part of overall departmental planning, and to manage work assignments accordingly.

#### 3.2. Principles

3.2.1. To promote the health, well-being and work-life balance of OCAD U managers and confidential staff;

3.2.2. To promote a planned approach to vacation scheduling to ensure that managers and confidential staff take an appropriate amount of time off annually; and

3.2.3. To enforce vacation accrual limits in order to manage OCAD U's financial liability.

### 3.3. Vacation Entitlements

3.3.1. Unless individual employment contracts specify otherwise, vacation entitlements for managers and confidential staff are as follows:

- 3.3.1.1. 15 days per year after 1 year of employment;
- 3.3.1.2. 20 days per year after 5 years of employment;
- 3.3.1.3. 25 days per year after 10 years of employment; and
- 3.3.1.4. Additional one-time bonus of 5 days of vacation after 15, 20, 25 and 30 years of service.

### 3.4. Accrual Rates

3.4.1. Accrual rates, based on a standard 35 hour work week and prorated for part-time appointments, are as follows:

- 3.4.1.1. 15 day entitlement accrues at 1.25 days per completed month of employment;
- 3.4.1.2. 20 day entitlement accrues at 1.66 days per completed month of employment; and
- 3.4.1.3. 25 day entitlement accrues at 2.08 days per completed month of employment.

### 3.5. Accrual During Leaves of Absence

#### 3.5.1.1. Paid Leave

- 3.5.1.1.1. Vacation shall continue to accrue during any paid leave of absence (e.g., paid sick leave, pregnancy/paternity leave). Vacation will also continue to accrue during paid and unpaid portions of parental leave.

#### 3.5.1.2. Unpaid Leave

- 3.5.1.2.1. Vacation shall not accrue during unpaid leaves of absence beyond three months.

#### 3.5.1.3. Long-term Disability

- 3.5.1.3.1. Vacation shall continue to accrue for the first six months of employee absence due to illness. Should such absence due to illness extend beyond six months, no further vacation shall accrue until the employee has returned to work.

### 3.6. Accrual Limit

3.6.1. Employees may have a maximum balance of 10 days of accrued vacation. An annual entitlement review will be conducted by People & Culture at the conclusion of each fiscal year (May 31<sup>st</sup>). Any accrued vacation in excess of the maximum not taken by

August 31 will be removed from employee vacation balances without further notice or payment in lieu of notice. Access to up-to-date vacation balances is available to employees through myocadu.ca. *Note: This treatment of vacation balances in excess of the accrual limit will take full effect one year following the effective date of this policy, with no accruals above 10 days carried beyond August 31.*

### 3.7. Approval of Vacation Time

3.7.1. Vacation time is requested by employees and approved by their managerial supervisor.

3.7.2. Managers and confidential staff may take an advance of up to 5 days of vacation, at the discretion of their managerial supervisor.

3.7.3. Where a statutory or other designated holiday falls within a vacation period, and where a manager or confidential staff member qualifies for holiday pay under the terms of the *Employment Standards Act*, there will be no deduction from their accrued vacation balance for that day.

### 3.8. Transfer to Another Department

3.8.1. Accrued vacation balances shall transfer with any manager or confidential staff member who transfers from one department to another within OCAD U.

### 3.9. Termination of Employment

3.9.1. Accrued vacation balances as applicable shall be paid out to any manager or confidential staff member upon their termination of employment with OCAD U.

### 3.10. Responsibilities

3.10.1. Individual managers and confidential staff are responsible for:

3.10.1.1. Planning annual vacation time in consultation with their managerial supervisor;

3.10.1.2. Requesting vacation time as far in advance as is practicable; and

3.10.1.3. Working with their managerial supervisor to address excess vacation balances, including developing plans to reduce balances to within limits in a reasonable period of time.

3.10.2. Managerial supervisors of managers and confidential staff are responsible for:

3.10.2.1. Timely reporting on a monthly basis of employee attendance, including vacation time to People & Culture;

3.10.2.2. Planning and managing employee vacation time within their department(s) in conjunction with departmental planning to minimize any impact on service delivery;

3.10.2.3. Actively monitoring vacation balances for their employees; and

3.10.2.4. Addressing vacation balances in excess of established limits in conjunction with affected employees and in a timely manner.

3.10.3. People & Culture is responsible for:

3.10.3.1. Tracking and providing up-to-date vacation balance information to employees and managerial supervisors; and

3.10.3.2. Advising and supporting employees and managerial supervisors on strategies to effectively manage vacation balances.

3.10.4. Senior and Executive Leadership Teams are responsible for:

3.10.4.1. Promoting an OCAD U culture that supports vacation time off and healthy work-life balance.