
Vacation Leave – Scheduling, Approval and Carry-over Policy

Policy Sponsor:	Human Resources
Policy Contact:	Compensation Assistant
Policy Number:	120 004
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Approval Group:	Governors of Athabasca University
Approval Date:	June 8, 2012, Motion # 177-7
Review Date:	Annually
Procedure:	Vacation Leave – Scheduling, Approval and Carryover Procedure

Purpose

This policy confirms that Athabasca University supports and encourages AUPE, AUFA, and Excluded staff members to take their vacation entitlements on an annual basis to provide an opportunity for rest, relaxation and self-renewal.

Definitions

AUPE	Alberta Union of Provincial Employees, Local 69.
AUFA	Athabasca University Faculty Association.
Eligible Staff Members	Academic (not including professional members of AUFA) staff members eligible to apply for Research and Study Leave. Refer to article 1.21.4 in the AUFA collective agreement.
Excluded Staff Members	Excluded managers, excluded professionals and excluded support staff members that, by virtue of their



employment roles, have an excluded employment contract with the University. These positions are out-of-scope and excluded from membership in a union or faculty association, and therefore are not covered under one of the collective agreements.

Policy Statements

Staff members are expected to take their full vacation leave entitlement each calendar year. If a staff member cannot take their full leave, any carry-over must be approved by the appropriate Executive Officer. Eligible Staff Members will automatically transfer all unused vacation in excess of 10 days and these transferred vacation days will be converted into Special Research and Study Leave in accordance with the Special Research and Study Leave for Academics Policy and Procedures.

It is the responsibility of the supervisor to monitor and be aware of a staff member's vacation entitlement and accumulations, and encourage staff to take regular vacations.

Vacation leaves should be planned and scheduled on a departmental basis well in advance to ensure all staff are provided with an opportunity to use their annual entitlements while ensuring departmental operations are maintained.

Where a staff member is in receipt of Long Term Disability benefits in excess of twenty-four (24) months and, as per the insurance company, it is not anticipated they will be returning to work, Athabasca University will payout any outstanding accumulated vacation entitlements. This payout does not adversely affect either the Long Term Disability or Canada Pension Plan disability benefit.

Applicable Legislation and Regulations

[Post-Secondary Learning Act](#)
[Alberta Employment Standards Code](#)
[AUFA Terms and Conditions](#)
[AUPE Collective Agreement](#)

Related References, Policies, Procedures and Forms

[Vacation Leave – Scheduling, Approval and Carryover Procedure](#)
[Article 22 – AUPE Collective Agreement](#)
[Article 16.4 – AUFA Terms and Conditions Agreement](#)
[Division 6 – Alberta Employment Standards Code](#)

Eligible Staff Members should also read the [Special Research & Study Leave Policy for Academics](#).



History

Governors of Athabasca University, June 8, 2012, Motion # 177-7 (revised)

May 2012 – Revised

July 2006 – Reformatted

November 15, 2003 – Revised

May 31, 2002 – Revised

January 1, 1996 – Revised

November 1, 1994 -Revised