



## Vacation Entitlement Directive

### Rationale

This directive exists to ensure that a standard exists for all staff, excluding Executive Committee, regarding vacation accrual.

### Definitions

**Fall End Of Term Holiday Break** is the period at the end of the fall academic term when classes have finished, final exams are concluding, and the campus is closed prior to the university's scheduled winter term starting.

**Vacation Entitlement** is the accrual rate at which an employee earns vacation time on a monthly or hourly basis.

**Vacation Current Balance** is the total vacation time available in SAMU's HR software.

### Regulations

#### Full-time Employees

**1** Employees holding salaried appointments will accrue vacation time at the following Vacation Entitlements;

**1.1** Up to the end of four years of service will receive 15 days per year accumulated at a rate of 1.25 days per month.

**1.2** From the beginning of the fifth until the end of the ninth year of service employees receive 20 days per year accumulated at a rate of 1.67 days per month. Note: Directors Start at this rate and will move to the next tier(s) at the same rate as regular full-time employees

**1.3** From the beginning of the tenth to the end of the fourteenth year of service employees will receive 25 days per year accumulated at a rate of 2.083 days per month.

**1.4** From the beginning of the fifteenth year of service employees will receive 30 days per year accumulated at a rate of 2.5 days per month.

**2** Employees may take their earned vacation time at any time during the year, subject to prior approval of their immediate supervisor.

**3** Vacation must be taken in minimum 15-minute increments.

**4** Requests for vacation utilization must be submitted through SAMU's HR software.

**4.1** Wherever possible, requests should be made at least five business days prior to the first day of vacation.



**4.2** Time off may be taken once approved.

**5** Individual employees are responsible for reporting their absences from the office by email to the reception desk staff ([samuadmin@macewan.ca](mailto:samuadmin@macewan.ca)) prior to taking the time off.

**5.1** For partial days, an employee must provide both an out or in time.

**6** Employees will earn vacation time at the appropriate rate immediately upon hire and up to the date of termination.

**7** Employees will not earn vacation time during periods of approved unpaid leave of absence. However for the purpose of calculating Vacation Entitlements as set out in 1.0, absences due to disability leave, job-protected leaves as mandated by Alberta Employment Standards, or at the discretion of the General Manager, will be included when accruing years of service.

**8** Employees will earn vacation time while on paid sick leave or while on WCB.

**9** Employees Vacation Current Balance may not exceed the employee's yearly accrual rate. Any employee that exceeds the yearly accrual rate must work with their direct supervisor to create a plan to reduce the accrued amount to an appropriate level within one month of going over the limit. If the employee is unable to create a plan, the General Manager will create a plan based on the organizational needs.

**10** If a statutory holiday falls during an employee's vacation, such day will be paid as a statutory holiday and shall not reduce the employee's vacation time.

**11** Employees who resign or are terminated will receive vacation pay at the regular rates of pay in effect at such time, in lieu of said vacation earned but not taken.

### **Part Time Term Employees**

**12** Employees holding part time appointments will be paid vacation pay at a rate of four percent of gross regular earnings on each paycheque.

### **Fall End of Term Holiday Break**

**13** The Holiday Break time off will be determined by the General Manager and will be scheduled to align as closely as possible with the end of the fall academic term and the beginning of the Winter term.

**13.1** A minimum of 10 business days will be allotted for the Holiday Break, inclusive of any statutory holidays that fall within this period.

**13.2** In support of diverse spiritual practices and differing religious beliefs, SAMU will allow full-time staff to exchange their recognized days of worship for equivalent time off during the Holiday Break.

**13.2.1** Full-time staff member will work with their supervisor and General Manager to develop a working written plan to align with their different needs. All work done during the break is to be done in office and not work from home.



**13.2.2** Exchanged time off cannot exceed the holiday break time inclusive of statutory holidays.

**13.2.3** All time off to be recorded via HR software.



## Fact Sheet

### Approvals:

First Approval – February 12, 2024

Last Approval – June 11, 2026

**Date of Last Review:** June 11, 2026

### Source and Updates:

October 16, 2015: *Vacation Entitlement* Directive approved by Directives group motion 2024-02-12-16. Source material taken from *Vacation Entitlement* Procedure.

July 9, 2024: *Vacation Entitlement* Directive approved by Directives Group motion 2024-07-09-5. Minor wording updates made.

February 6, 2026: *Vacation Entitlement* Directive approved by Directives Group motion 2026-06-02-3.

June 11, 2026: *Vacation Entitlement* Directive approved by Directives Group motion 2026-06-11-2. Major update includes addition Fall End Term Holiday Break section.

### Related Documents and Forms: