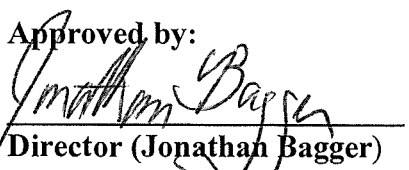


TRIUMF POLICY AND PROCEDURES

Policy No. 5

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SUBJECT VACATIONS	Date Approved: <u>Dec 15/2014</u> Replaces Last Revision of: <u>April 1, 2010</u>	Approved by:  Director (Jonathan Bagger)
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INTENT

TRIUMF awards annual vacation leave to eligible employees as per the following:

Definitions

- a) **Vacation Year:** means the twelve (12) month calendar year beginning January 1st, during which time the employee's annual vacation must be scheduled.
- b) **Vacation Allotment:** means the vacation days credited to an employee each vacation year beginning January 1st.
- c) **Supplementary Bonus Days:** additional days awarded in recognition of 13, 18, and 23 years of service
- d) **Anniversary Date:** shall mean the employees seniority date that will be used to determine the appropriate allotment in a service transition year.
- e) **Service Transition Year:** means the year in which an employee's vacation allotment increases.
- f) **Continuous Service** shall mean:
 - continuous service with TRIUMF commencing with the latest date of hire.
 - for temporary TRIUMF (NRC funded) employees who are given a continuing appointment without a break in service, all service from their original date of hire.
 - for temporary TRIUMF(NRC funded) employees who are hired into a continuing position after a break in service of less than 6 months, all service from their original date of hire.
 - for grant funded employees who are later hired by TRIUMF, all service from the TRIUMF appointed date of hire.

- Vacations

Eligibility

1. Continuing full-time employees will earn annual vacation leave with pay, as per the attached schedule.
2. Continuing part-time employees working a minimum of 50% of the normal work week will earn annual vacation leave pro-rated on the basis of the percentage of time worked, as per the attached schedule.
3. Hourly employees will accrue holiday pay on all wages earned, and may request to receive their accrued vacation pay based on four percent (4%) of earnings for the first four (4) years of services, and based on six percent (6%) thereafter. Actual paid time off may be granted based on the attached schedule for hourly employees. Accrued holiday pay will be paid out at the end of each calendar year if not drawn on.
4. During the first year of employment, continuing employees who have completed their probation period may take their vacation entitlement as earned, based on the attached schedule of vacation allotments. Vacation time off in excess of earned is not granted during probation.
5. Temporary full-time or part-time salaried employees whose:
 - a) specified term of employment is less than six (6) months will be paid in lieu of vacation at the rate of four percent (4%) of earnings
 - b) term of employment falls between 6 and 12 months shall receive vacation as per the attached schedule
 - c) term of employment exceeds 12 months but is less than 36 months, shall receive vacation as per the attached schedule
6. Postdoctoral Researchers will be granted vacation leave as per the attached schedule
7. Other casual workers and coop students will be paid four percent (4%) of earnings in lieu of vacation time off.

Clarifications

1. A continuing employee may not work and receive vacation pay in lieu of vacation leave.
2. Employees on unpaid leave shall have their annual vacation leave for the vacation year in which they return from leave, reduced by the equivalent of one vacation allotment day for each full month of leave taken, but there shall be no break in service/seniority.
3. No unpaid leave of absence, except jury duty, maternity or parental leave, shall be granted unless the employee's full vacation entitlement for that year, (including carry over, or supplementary days) has been taken.
4. Ordinarily, illness during vacation is not counted as sick leave. However, if any employee has a serious accident or extensive illness which destroys the intended benefit of the vacation, or requires cancellation of travel, the employee may request that sick leave be granted, and part or all of the vacation rescheduled. In such cases, the employee must present a certificate of disability from a licensed physician. Likewise, an employee who is on vacation and encounters bereavement issues within the **immediate family** as described in *Policy No. 2, Leaves*, shall have their vacation leave credited back in accordance with the *Short Term Leave* section for Bereavement, a).
5. All unused annual vacation for the vacation year in which termination or retirement from TRIUMF occurs, will be paid out on the final pay cheque.
6. Supplementary Bonus days are gratuitous and have no cash value on termination.

Scheduling

1. Vacation requests should be submitted each year prior to the end of January and approved on the basis of operational requirements, and, where possible, applications should be submitted at least twice as far in advance as the length of the requested vacation.
2. Vacation requests, and changes to scheduled vacation will be accommodated on a seniority basis and as operational requirements permit.
3. Vacation days may not be taken in less than one-half (1/2) day units.
4. TRIUMF reserves the right to request that the employee cancel or alter a previously approved period of vacation for valid operational reasons. If vacation is canceled or altered by TRIUMF, the employee shall be reimbursed for the non-refundable portion of any vacation contracts or reservations made in respect of that period, subject to presentation of such documentation.

Carry Over of Vacation

- It is TRIUMF's intent that vacations be scheduled and taken in full each year, and that they not be accumulated from year to year.
- Notwithstanding the above, and effective December 1st, 2014, a maximum carryover of 10 vacation days will be allowed automatically.
- Carry-over of up to an additional 10 days (maximum 20) may be approved by the Division Head in exceptional circumstances only, provided the excess days are scheduled to be taken by the end of the current fiscal year, March 31st
- Vacation days in excess of the maximum 20 days will be forfeited.

RESPONSIBILITIES

1. It is the employee's responsibility to submit vacation requests at the beginning of each calendar year as per these procedures.
2. It is the supervisor's responsibility to:
 - a) prepare a schedule of all staff's annual vacation leave at the beginning of each calendar year with regard to operation requirements and seniority
 - b) ensure all vacations for the vacation year are taken
 - c) approve vacation requests as per these procedures
3. It is the Division Head's responsibility to ensure supervisors are scheduling and managing annual vacations for their respective groups; and to approve excess carryover on an exception basis.
4. It is the responsibility of the Human Resource Department to:
 - a) advise and inform staff, supervisors and division heads on the application of this procedure
 - b) monitor, record and report on vacation leave taken
 - c) process the pay as per these procedures.

**ATTACHMENT TO PERSONNEL POLICY NO. 5
AS AT December 1st, 2014**

**ANNUAL VACATION ALLOTTMENT WILL BE AWARDED TO
EMPLOYEES HIRED ON OR AFTER APRIL 1ST, 2010, AS FOLLOWS:**

Administrative, P&S, Technical

- In the vacation year of hire: *one and one quarter (1.25) days per month of continuous service, and pro-rated for the month of the date of hire.*
- With less than two (2) years of continuous service - fifteen (15) days
- After two (2) years of continuous service (3rd year) - twenty (20) days
- After six (6) years continuous service (7th year) - twenty-five (25) days
- After thirteen (13) years continuous service (14th year) - thirty (30) days

Board Appointed:

- 20 days vacation to start (prorated in the year of hire)
- After six (6) years continuous service (7th year) - twenty-five (25) days
- After thirteen (13) years continuous service (14th year) - thirty (30) days

Postdocs:

- Minimum 2 weeks per year for duration of postdoctoral term (prorated for the month of hire and the month of termination) plus paid time off during the seasonal break

Term Employees: (6 months to 12 months)

- Term of employment falls between 6 and 12 months shall receive vacation as per the Postdoc schedule noted above

Hourly Employees:

- 2 weeks per year; 3 weeks after completion of 4 years
- Vacation pay based on 4% or 6% (respectively) of accrued gross wages at time of vacation

Note:

Vacation days are allotted based on 7 or 7.5 hour days, depending on the employee group. For those employees working a compressed work week or flextime, vacation days will be converted to hours, and adjustments will be made to reflect the stat holiday differential. For these employees, vacation days taken will be applied against vacation allotment using the actual working hours of the employee.

For those employees hired prior to April 1st, 2010, the annual vacation allotment previously in effect will take precedence over the above.

SUPPLEMENTARY BONUS DAYS (For Continuing BAE, P&S and TECH only)

After thirteen (13) years continuous service (14th year)	-	5 bonus days	*
After eighteen (18) years continuous service (19th year)	-	10 bonus days	*
After twenty-three (23) years continuous service (24th year)	-	15 bonus days	*

* means x number of supplementary days may be taken during the ensuing five or ten years of service