

Section: LIBRARIANS	Code Number: 4.02.02
Item: Vacations	

INTRODUCTION

Librarians are entitled to vacation in accordance with the schedules set out below and may use vacation immediately once accrued. Length of service as referenced in those schedules are based on the Librarian's employment anniversary date. Vacation should not be granted in advance of entitlement unless this is warranted by exceptional circumstances.

RESPONSIBILITY

It is the responsibility of the department when engaging librarians to ensure that the appropriate vacation entitlement and the scheduling or payment provisions as applicable are communicated in advance of the appointment being accepted. The onus is on the department head/supervisor to ensure that librarians take their appropriate vacation entitlement. Where deferment of vacation has been approved the department head/supervisor is to ensure that the deferred vacation entitlement is taken within a reasonable period of time. The Employment Standards Act requires that a record of vacations earned and taken by librarians be maintained.

PROVISIONS

1. Full-time Librarians

Length of Service	Annual Vacation Entitlement	Monthly Accrual Rate
Up to 5 vacation years	21 days	1.75 days per month
6 to 11 vacation years	23 days	1.916 days per month
12 to 13 vacation years	24 days	2.00 days per month
14 to 15 vacation years	25 days	2.083 days per month
16 to 17 vacation years	26 days	2.166 days per month
18 or more vacation years	27 days	2.25 days per month

2. Part-time Librarians

The provisions for regularly appointed part-time librarians are as described in #1 above, but awarded on a pro-rated basis according to the percentage of full-time hours worked.

Example 1: A librarian with one year's service who regularly works 3 days a week (or 60% of full-time weekly hours) will accrue 60% of the annual vacation entitlement for full-time librarians (i.e., 60% of 21 working days or 12.6 days).

Example 2: A librarian with five years' continuous service who regularly works 5 half-days a week (or 50% of full-time weekly hours) will accrue 21 half-working days.

In both of the above examples, the librarians receive the equivalent of 21 days' vacation in relation to their work week.

CREDIT FOR A STATUTORY OR UNIVERSITY HOLIDAY

If a statutory or University holiday occurs during a vacation period, the librarian will be credited an extra day.

TRANSFER OF VACATION CREDITS AND SENIORITY ON INTERDEPARTMENTAL TRANSFERS

When a librarian transfers to another department, the new department agrees to accept all seniority accumulated by the librarian, including any vacation credits earned but not taken at the time of transfer. In certain cases, however, it may be necessary to delay the transfer until the librarian has taken some or all of the vacation owing. Any outstanding vacation will be reported in the "Remarks" section of the Status Change Form on which the transfer is processed and confirmed in writing. Librarians will not receive vacation pay at the time of transfer.

VACATION PAY ON TERMINATION OF EMPLOYMENT

When employment is terminated (including resignation and retirement), accrued and unused vacation credits will be paid out as a lump sum up to a maximum of one year's entitlement.

END OF POLICY ON VACATIONS