

 The University of British Columbia Board of Governors	Policy No.: HR5
Long Title: Vacations - Non-Union, Management and Professional Staff	
Short Title: Vacations Policy	

1. General

- 1.1 Service Unit Directors and Management and Professional Staff who had ten or more years of service as at December 31, 1987, as well as Professional Librarians and Program Directors in Continuing Studies:

After 1 year's continuous service - 4 weeks
 After 5 years' continuous service - 5 weeks
 After 8 years' continuous service - 6 weeks
 After 13 years' continuous service - 6 weeks (+1)*
 After 18 years' continuous service - 6 weeks (+2)*
 After 23 years' continuous service - 6 weeks (+3)*
 After 33 years' continuous service - 6 weeks (+4)*

- 1.2 Service Unit Directors and Management and Professional Staff who had less than ten years of service as at December 31, 1987:

After 1 year's continuous service - 4 weeks
 After 5 years' continuous service - 5 weeks
 After 8 years' continuous service - 6 weeks

- 1.3 Up to 2 weeks of the vacation entitlement may be banked and carried over to the succeeding year of entitlement but it must be taken during the succeeding year of entitlement.

* (+X) means plus X weeks of 'supplementary' vacation, that is, X weeks extra vacation once during the ensuing 5 or 10 years service as appropriate.

2. Executive Administrative Staff

- 2.1 (Appointments through Human Resources) Includes secretarial staff (may apply to other administrative support staff) who are exempt from the bargaining unit on the basis of confidentiality in matters pertaining to labour relations.

2.2 The vacation entitlement of this group is defined in the Handbook for Executive Administrative Staff.

3. Non-Union Technicians and Research Assistants

3.1 (Appointments through Human Resources) The vacation entitlement of this group is defined in the Handbook for Technicians & Research Assistants. A maximum of two weeks (10 working days) may be carried over into the next calendar year.



EXPLANATORY NOTES REGARDING THE VACATIONS POLICY AND ASSOCIATED PROCEDURES

Issued July 2019 by the Office of the University Counsel

The OUC has prepared these Explanatory Notes to provide context and background regarding the Vacations Policy. These Explanatory Notes do not replace or supersede the content of the Vacations Policy and its Procedures.

Policy Long Title:	Vacations - Non-Union, Management and Professional Staff
Policy Short Title:	Vacations Policy
Policy Number:	HR5
Responsible Executive:	Vice-President, Human Resources
Responsible Board Committee:	Employee Relations Committee
Related Policies:	N/A
History:	<ul style="list-style-type: none">• The Vacations Policy was first approved by the Board of Governors in March 1979;• The Vacations Policy was revised in June 2005;• The Vacations Policy was updated in July 2019 to reflect a new policy identification system; it is currently identified as the Vacations Policy, its long title is Vacations - Non-Union, Management and Professional Staff, and its number is HR5. The previous identification number for this policy was #56.
Related Legislation:	N/A