

 THE UNIVERSITY OF BRITISH COLUMBIA Facilities	Procedure No.: I-A-PR4	Approval Date: Last Revision:
	Responsible Executive:	
	Signed:	
Title: <p style="text-align: center;">DRAFT - VACATION</p>		
Background & Purposes: This procedure is to be used for all employees to ensure that the minimum number of qualified personnel is maintained to avoid any serious impairment of operations or maintenance, to ensure a fair distribution of time off to the mutual benefit of all employees, and to guide the process of vacation being carried forward.		

GENERAL:

1. Definition:

“Vacation” is defined as paid time away from work as a result of the annual vacation allowance or carried over vacation allowance only. “Vacation” is recorded on time cards or time sheets by code “V” for employees covered by CUPE 116 & IUOE 115.

2. Guidelines:

- 2.1. Vacation allowances are an integral part of the University’s agreements with its employee groups and they shall be respected accordingly.
- 2.2. All managers are required to be familiar with the articles related to “Vacation” in the Collective Agreements and Framework Agreement.
- 2.3. Managers must balance vacation requests with the existing and anticipated work plan. For work scheduling purposes within Plant Operations and Utilities, a reasonable amount of the entire unit must be available to perform work in any time period so as not to cause serious impairment of operations or maintenance. This “reasonable amount”, defined as 75%, may be adjusted due to matters such as operational realities, staff needs, time of year, work schedule, or special employee situation. The appropriate Associate Director must review exceptions.
- 2.4. Wherever possible and practical, it is preferred that vacation be taken in minimum groups of 1 working week at a time, for work scheduling purposes. This is particularly relevant to Plant Operations and Utilities.
- 2.5. Vacations shall be scheduled according to **Procedure 5.0**.

- 2.6. It is to the benefit of the employee and the department that unscheduled vacation requests be made in writing as far in advance as possible in order to review and consider in relation to the work schedule. Managers will make every reasonable effort to accommodate the interests of both the employee and the Department.
- 2.7. With respect to CUPE 116 employees, all vacation leave must be taken by December 31st, except that at an employee's discretion, five (5) days may be carried over into the following calendar year. An employee may carry over an additional five (5) days of vacation for use in the following year provided that there is an agreement with the Department.
- 2.8. With respect to IUOE employees, all vacation leave must be taken by December 31st, except that a maximum of two (2) weeks may be carried over into the following calendar year subject to mutual agreement with Department Associate Director or Director.
- 2.9. With respect to AAPS members, all vacation leave must be taken by December 31st, except that a maximum of two (2) weeks may be carried over into the following calendar year with the approval of the Manager.

3. Exceptions and Special Circumstances:

- 3.1. Requested exceptions and special circumstances must be referred to applicable Director and Facilities Director of H.R. and Administration including all requests for carry-forward of vacation beyond the amounts outlined in 3.7, 3.8 and 3.9.

4. PROCEDURES

Approved:

Revised:

- 4.1. Facilities Department Payroll will provide vacation balance and entitlements by crew to each department by end of January.
- 4.2. For unionized staff, vacation Schedule sheets (available through Payroll) shall be posted in each crew or shop office at the beginning of each calendar year.
- 4.3. For unionized staff, the Vacation Schedule sheets shall contain the names of all crew of shop employees in order of seniority, their annual vacation allotment, and carried over vacation.
- 4.4. For unionized staff, employees may indicate on the Vacation Schedule sheets the dates they prefer to take their vacation, prior to March 1st. Permission shall not be withheld unjustly. Scheduling of vacations for unionized staff shall be on the basis of seniority. Requests for changes after March 1st will not be unreasonably refused.
- 4.5. Where there is a disagreement between unionized employees, seniority will be the governing factor prior to the schedules being finalized. Failure on the part of the employee to submit vacation preferences before the finalization schedule may result in that employee forfeiting their seniority vacation bidding rights.
- 4.6. With respect to AAPS members, it is requested that employees make their vacation requests as early as practicable within the year to ensure that appropriate workforce planning can be completed.
- 4.7. After finalization, the scheduling of vacations or changes to the vacation schedule for unionized staff will be down to a first come first serve basis subject to the guidelines outlined in item 3.0 above.



THE UNIVERSITY OF BRITISH COLUMBIA

Building Operations
Facilities

VACATION REQUEST APPROVAL FORM

TRADE: _____ EMPLOYEE NAME: _____ EMPLOYEE NO: _____

CREW NO: _____

Working days entitlement:	_____
Working days carried forward from previous year:	+ _____
Current year's total entitlement:	= _____

VACATION REQUEST PREFERENCE

Use this section to request vacation periods. The **FROM** date is the first date of Vacation. The **TO** date is the date that you return to work.

	FROM DATE	TO DATE	DAYS USED
Period one	_____	_____	_____
Period two	_____	_____	_____
Period three	_____	_____	_____
Period four	_____	_____	_____
Total days requested:			=====

VACATION REQUEST ALTERNATIVE

	FROM DATE	TO DATE	DAYS USED
Alternative one	_____	_____	_____
Alternative two	_____	_____	_____

VACATION APPROVAL

	FROM DATE	TO DATE	DAYS USED
Approved	_____	_____	_____
Approved	_____	_____	_____
Approved	_____	_____	_____
Approved	_____	_____	_____