



**SUBJECT: VACATION**

This policy covers those employees where a Collective Agreement or Employee Handbook does not specifically address the following issues:

**1. Carry Forward**

The University believes that time away from one's job is both necessary and desirable for a person's well being and therefore encourages employees to take their full entitlement in the year it is earned. A request for vacation pay out must be made in writing to the appropriate Vice-President.

**2. Vacation Pay on Termination**

An employee terminating at any time in the vacation year prior to using their banked vacation and proportionate amount of the regular vacation year entitlement, shall be paid out at the employee's current wage or salary rate.

Where the employee has utilized more current year vacation entitlement than earned at the time of termination, the employee's final pay will be adjusted accordingly.

At no time will an employee be entitled to extend their termination date by utilizing vacation. An employee's termination date will be the final day worked at UNBC. Any vacation entitlement owed to the employee, whether banked or the proportionate amount of current year entitlement, will be paid out to the employee as specified above.

**3. Voluntary Leave of Absence**

Where an employee is granted a leave of absence in excess of 60 days, the employee will be required to utilize any unused vacation before the employee commences unpaid leave.