



POLICY:  <b>Vacation Policy For Support Staff, Managers, Directors &amp; Executive Officers</b>		POLICY NUMBER:  <b>PS-4-5</b>
		PREVIOUS/REPLACES: <b>Vacation Policy for Support Staff, Managers, Directors &amp; Executive Officers Vacation Leave (Except Professional Instructional Staff)</b>
APPROVED BY:  <b>Executive Council</b>	EFFECTIVE DATE AS OF:  <b>May 3, 2022</b>	PRIOR VERSIONS: <b>August 12, 2021 November 10, 2020 January 15, 2020 March 6, 2019</b>

**1. Policy Statement:**

In recognition that Manitoba Institute of Trades and Technology (to be referred to as MITT) operates on a twelve-month basis, the need for vacation leave is hereby recognized. MITT further recognizes the need for work-life balance. Employees are expected to fully utilize their vacation days every year. In special situations, vacation days with prior approval may be carried over as detailed in section 7 of this policy.

For the purpose of scheduling vacation, MITT adheres to the *Manitoba Employment Standards Act*.

**2. Scope:**

This policy applies to all regular full-time and part-time support staff, Managers, Directors and Executive Officers.

The winter shut down (bullet 4 under the procedure section of the policy) also applies to all **term** support staff, Managers, Directors and Executive Officers, unless specified in an employment agreement.

**Unionized positions:** Vacation for staff represented by Manitoba Teachers' Society is established in accordance with the terms of its applicable bargaining agreement.

**ESL staff, ELI Instructors, Sessional Instructors and term positions:** Vacation is paid on each biweekly pay cheque as it is earned. In years 1 and 2, these staff are entitled to two weeks of vacation which is 4% of their gross wages as vacation pay. In years 3 and on, these staff receive three weeks of vacation which is 6% of their gross wages as vacation pay.

**Post-Secondary Instructors:** Vacation for post-secondary instructors is outlined in their employment agreement.

**3. Procedure:**

- 1) A vacation scheduling request will be made to all full-time and part-time support staff, Managers, Directors and Executive Officers in May of each year. Direct managers will approve the vacation plans. All efforts will be made to approve the time requested based on operational requirements. Managers and Directors are expected to set coverage requirements and then to ensure vacation is allocated in a fair and transparent manner. Managers are expected to work with their staff. Management retains the right to assign vacation if the entitlement is not being utilized.



- 2) The vacation entitlement year for these employees is defined as the first day of July and ending on the 30<sup>th</sup> day of June of the next calendar year. For the purpose of vacation planning, MITT brings employees to a common date of July 1. Employees hired between the 1<sup>st</sup> and 15<sup>th</sup> of the month will be entitled to full vacation entitlement for that month. Those hired between the 16<sup>th</sup> and last day of the month will be entitled to half of the vacation entitlement.

Entitlement to vacation accrues monthly and may be used beginning on the nearest common date of July 1. Accrual rates increase on the employee’s anniversary date and are based on years of service. Entitlement to vacation will be pro-rated to months worked based on the accrual rate. Paid vacation must be taken within the subsequent vacation year and within the terms of employment.

- 3) The table below applies to full-time employees unless otherwise contracted. Entitlement for part-time employees shall be pro-rated to reflect time worked in their particular positions.

<b>Years of Service</b>	<b>Monthly Accrual Rate</b>	<b>Entitlement</b>
0 Years	0.83	Up to 10 days
Year 1 & 2	1.25	15 days
Year 3-9	1.67	20 days
Year 10-14	2.08	25 days
Year 15+	2.50	30 days

- 4) During the winter shut-down period (December 24<sup>th</sup> to January 1<sup>st</sup> inclusive) all Regular Full-Time, Part-Time and Term employees (as described in the scope of the policy) will receive paid time off and will not be required to use their vacation days. If December 24<sup>th</sup> occurs on a weekend no additional day of vacation will be provided. All employees are expected to work a full day on December 23<sup>rd</sup> unless they choose to use their accrued vacation time. If an employee is required to work during any part of this time period, the employee will receive equivalent time-off to be used at a later date at a mutually agreed upon time between the employee and his/her manager. This clause does not apply to employees who are on leave of absence without pay.

Exclusions to this clause are unionized positions, Post-Secondary Instructors, ESL staff, ELI Instructors and Sessional Instructors.

- 5) In addition to vacation entitlement based on accumulated service, employees may choose to request additional days off subject to manager approval without pay. A payroll deduction will be applied evenly throughout the year and will appear every two weeks on the employee’s pay statement. The payroll deduction provides employees with pay continuance during their time away.

Requests are to be made as follows:

- New Employees – Up to an additional 10 days may be requested at the time the employee signs the employment letter/contract to be applied during the first year of employment ending June 30<sup>th</sup>.



- Existing Employees – Up to an additional 5 days of leave may be requested for the upcoming vacation fiscal year. The request must be submitted no later than May 15<sup>th</sup> of each previous fiscal year to be applied to the new vacation year starting on July 1<sup>st</sup>.

Exclusions to this provision:

- Employees who have vacation carry over of five days or greater are not eligible to participate in this program. For employees with approved carry over of less than 5 days, they may apply for unpaid leave, but only to the extent that the combination of carry over and unpaid leave not exceed 5 days in total.
- 6) Each Director/Manager/Executive Officer has the authority and responsibility to review vacation requests and determine a plan for the department that, while mindful of the personal schedules of each member of the department, ultimately meets MITT's overall mandate to match staff resources and service requirements throughout the entire year.
  - 7) In special situations, vacation days with prior approval may be allowed to be carried over. Employees may request a carry-over of five (5) vacation days to their Manager. In very limited cases, the employee may also request an additional five (5) vacation days for a total of ten (10) days to be carried over. This request for the additional five (5) days must be submitted to the relevant Executive Officer. The request to carry over vacation days includes any unused days of unpaid vacation except as indicated in subsection 8. In all cases, the request must be made in writing and should indicate the specific reason for the carry over.
  - 8) Employees who are on a legislated or approved leave of absence (e.g., maternity, adoption, parental leave) will continue to accumulate vacation time that can be taken when they return to work. Since no wages will be paid to the employee by MITT during this period, the vacation will be unpaid time. However, for those employees on Maternity, Adoption and Parental Leave, they may request to carry-over excess paid vacations days prior to commencement of their leave up to a maximum of ten (10) days to be used when they return from their leave. All requests are subject to approval from the relevant Manager/Director/Executive Officer.
  - 9) Employees are expected to provide at least two (2) weeks' notice of any change in vacation plans to allow for adjustments needed to meet department work requirements.
  - 10) If an employee becomes seriously ill during their vacation and this is verified by a medical certificate, then sick leave may be substituted for vacation. Similarly, if an employee provides acceptable documentation regarding entitlement to bereavement leave, such leave may also be substituted for vacation. The resulting vacation would be scheduled at a mutually convenient later date.
  - 11) If an employee resigns, retires or is terminated, they will be paid any vacation time that was accumulated. Employees leaving between the 1<sup>st</sup> and 15<sup>th</sup> of the month will be entitled to half of the vacation entitlement for that month. Those employees who leave between the 16<sup>th</sup> and last day of the month will be entitled to full vacation entitlement.



**4. Administration:**

It is the responsibility of the People Services department, Managers, Directors, and Executive Officers to ensure that this policy is enforced.

**5. Review:**

This policy will be reviewed by Executive Council every five years.

**6. Reference:**

- Maternity, Adoption and Parental Leave Policy
- Vacation Memo
- Employee Handbook
- *Manitoba Employment Standards Act*
- MTS Collective Agreement

**7. Definitions:**

Executive Officer: President/CEO, all Vice-Presidents, and Associate Vice-Presidents