

## **Article 31: Vacation**

- 31.01 The employment year normally shall be from June 1 to the subsequent May 31, and shall include eleven (11) months of professional obligations and responsibilities to the University and one (1) month's vacation, payment for which is included in the annual salary.
- 31.02 Faculty members normally shall be required to be in residence at the University from one (1) full week before Labour Day until the Senate meeting concerning graduating students, except for the Christmas vacation. This residence period shall be the winter session which is divided into two (2) terms; the fall term extends from September to December inclusive, and the winter term from January to May. The summer term is June to August.
- 31.03 Although faculty members are not obliged to be on campus during the summer term, it is understood that they shall undertake research, scholarly work, study or professional activities whenever not engaged in teaching, committee or administrative duties, whether in the winter session or not, except for the agreed vacation period(s).
- 31.04 Members normally are expected to attend Convocation if it does not fall within their agreed vacation period.
- 31.05 Members shall arrange their vacation period(s) in consultation with their academic unit head/immediate supervisor. The member's request in regard to the scheduling of vacation shall not be refused without a valid reason.
- 31.06 Vacation entitlements are as follows:
- a) Members with less than one (1) year of continuous service as of June 1 - two (2) days vacation per month of continuous service up to a maximum of twenty two (22) days.
  - b) Members with one (1) year or more of continuous service as of June 1 - twenty-two (22) days.
  - c) Librarian members with twenty-one (21) years or more of continuous service as of June 1 - twenty five (25) days.
- 31.07 Vacation entitlement is redeemable in money only upon termination of employment.