

Vacation

Staff Manual

Approving Authority: President and Vice Chancellor

Established: January 2013

Date of Last Review: July 2026

Date of Last Revision: July 2026 (minor changes)

Office of Accountability: Human Resources

1. Policy Statement

St. Jerome's University strives to provide a healthy workplace that supports a work/life balance and provides employees with an uninterrupted period of time away from their regular duties. Vacation entitlements are based on years of service while employed at St. Jerome's University.

2. Scope

This policy applies to all regular ongoing staff members (full-time and part-time) and staff members employed on limited-term contracts of greater than one year.

3. Application

Vacation time and pay are determined on May 1st, with the beginning of the fiscal year. Vacation time must be used by April 30th at the end of that same fiscal year.

In cases where an employee negotiates a vacation entitlement exceeding their years of service at St. Jerome's University, the employee will be halted at that level of entitlement until the years of service at St. Jerome's University matches the annual entitlement.

For partial years of employment, vacation time will be pro-rated accordingly. Vacation time will be calculated to the nearest full day, with a half-day or more counting as a full day.

Vacation time will be allotted according to the following schedule:

Years of Service (based on years of service completed during vacation year)	Vacation Time in Days
In years 2 & 3	15
In year 4	16
In year 5	17
In year 6	18
In year 7	19
In years 8 & 9	20
In years 10 & 11	21

In years 12&13	22
In years 14&15	23
In years 16&17	24
In year 18	25
In years 19 to 21	26
In years 22 to 24	27
In years 25 to 26	28
In years 27 to 29	29
In year 30	30

Regular Part-Time Staff (less than 35 hours per week)

Vacation entitlement for regular part-time employees is pro-rated based on the number of hours they regularly work each week, calculated as follows:

Number of hours worked each week, divided by

Hours in a normal work week for full-time staff, multiplied by

Number of days (in hours) to which part-time staff would be entitled if they were regular full-time staff

Other Part-time Staff

Casual, seasonal, or staff on contracts less than one year will be paid 4% of their gross wages on each pay (or 6% if required by the *Employment Standards Act, 2000*).

Employees on a Leave of Absence

Employees who are absent from work for any reason on an unpaid leave of absence, will continue to accrue service towards vacation time as per the above table.

Where possible, outstanding vacation time should be taken prior to the beginning of the leave or added at the end of the leave.

Statutory Holiday During Vacation

If a statutory holiday occurs during an employee's vacation period, that day will not be counted as part of the vacation.

4. Vacation Carryover

Employees are encouraged and expected to use their entire vacation entitlement within the applicable year and must use at least two weeks of vacation in such year. Vacation time in excess of these two weeks is normally forfeit and employees will not be compensated for any portion of vacation not taken in the year to which it applies. However, employees may be permitted to carry over a maximum of three days into the following vacation year with approval from their supervisor. Exceptions to a maximum of three days, may be made under exceptional circumstances, at the discretion of and with written approval of the Supervisor. Those days must be used before August 31st of that fiscal year.

Requests to carry over vacation time in excess of three days must be formally documented in writing with the reason for the request, including the supervisor's approval, and then submitted to Human Resources for final approval.

5. Reporting

Vacation time must be recorded in the designated HR system.

6. Related Information

[Employment Standards Act, 2000 – Vacation information](#)