

1 b. *Supervision shall post the vacation schedule by May 1 and November 1, which shall remain*
2 *in effect for each succeeding six (6) months period, that is, June 1 through November 30, and*
3 *December 1 through May 31, respectively. Individual vacation periods may be changed at*
4 *any time by mutual agreement between the employee(s) concerned and supervision.*
5 *However, in no case shall an employee's scheduled vacation interfere with the necessary*
6 *work of the organization, the determination of which shall rest with supervision.*

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8 c. *Employees may make a supplemental vacation request (those made outside the provisions of*
9 *17.2(a) at any time. Such supplemental requests shall not take precedence over requests*
10 *scheduled in accordance with 17.2(a). Individual vacation periods may be changed at any*
11 *time by mutual agreement between the employee(s) concerned and supervision; however in*
12 *no case shall an employee's scheduled vacation interfere with the necessary work of the*
13 *organization, the determination of which shall rest with supervision.*
14 *An employee who makes a supplemental vacation request will be notified whether the request*
15 *is approved or denied within a reasonable period of time, but in no case more than fourteen*
16 *(14) calendar days after the supplemental vacation request is submitted.*

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18 17.3 *Any bargaining unit employee who may be transferred to another unit or removed from the*
19 *bargaining unit by promotion or transfer shall alter his/her preferred vacation period if in conflict*
20 *with a previously established vacation schedule.*

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22 17.4 *Vacation Denial.* *When an employee's vacation cannot be approved, the supervisor shall schedule*
23 *the employee's vacation at the next earliest date requested by the employee if available and deemed*
24 *possible by the supervisor.*

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26 17.5 *Vacation Cancellation.* *In the event that the University cancels an employee's scheduled vacation,*
27 *leaving no time to reschedule such vacation before the employee's maximum balance will be*
28 *reached, the employee's vacation balance will be permitted to exceed the allowable maximum and*
29 *the employee will continue to accrue vacation for a period of up to six (6) months in order to allow*
30 *rescheduling of the employee's vacation.*

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32 17.6 *Holiday Rotation.* *Vacation requests filed in accordance with 17.2 for the week including*
33 *Thanksgiving and the weeks including Christmas Day and New Year's Day shall be granted on a*
34 *rotating basis. The rotation will begin with the most senior person and shall proceed in that order*
35 *until all staff wishing to take vacation leave during those holiday periods have done so. No*
36 *employee shall be granted more than one (1) of the aforementioned weeks in a single year, unless*
37 *there are no other interested employees and the department is able to grant the request based on*
38 *operational needs.*

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40 17.7 *Vacation Leave Accumulation.* *An employee may accumulate a vacation balance which normally*
41 *shall not exceed two hundred forty (240) hours. An employee may elect to accrue in excess of two*
42 *hundred forty (240) hours but must receive approval to use the excess balance prior to the next*
43 *anniversary date or lose those hours accrued in excess of two hundred forty (240).*

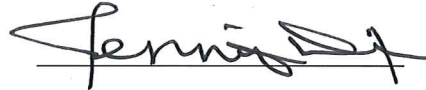
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45 17.8 *Vacation Leave Cash Payment.* *Any ~~permanent~~ employee who has been employed for at least six*
46 *continuous months,* *who resigns or retires, is laid-off or is terminated by the University shall be*
47 *entitled to accrued vacation pay.*

1 Dated Sept 27 2017

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4 Banks Evans
5 For the Employer

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Jennifer Dixon
For the Union