

 The University of British Columbia Board of Governors	Policy No.: 56	Approval Date: March 1979 Last Revision: June 2005
	Responsible Executive: Vice-President, Administration and Finance	
Title: Vacations – Non-Union, Management and Professional Staff		
Background & Purposes:		

1. General

- 1.1. Service Unit Directors and Management and Professional Staff who had ten or more years of service as at December 31, 1987, as well as Professional Librarians and Program Directors in Continuing Studies:

After 1 year's continuous service - 4 weeks
After 5 years' continuous service - 5 weeks
After 8 years' continuous service - 6 weeks
After 13 years' continuous service - 6 weeks (+1)*
After 18 years' continuous service - 6 weeks (+2)*
After 23 years' continuous service - 6 weeks (+3)*
After 33 years' continuous service - 6 weeks (+4)*

- 1.2. Service Unit Directors and Management and Professional Staff who had less than ten years of service as at December 31, 1987:

After 1 year's continuous service - 4 weeks
After 5 years' continuous service - 5 weeks
After 8 years' continuous service - 6 weeks

- 1.3. Up to 2 weeks of the vacation entitlement may be banked and carried over to the succeeding year of entitlement but it must be taken during the succeeding year of entitlement.

*(+X) means plus X weeks of 'supplementary' vacation, that is, X weeks extra vacation once during the ensuing 5 or 10 years service as appropriate.

2. Executive Administrative Staff

- 2.1. (Appointments through Human Resources) Includes secretarial staff (may apply to other administrative support staff) who are exempt from the bargaining unit on the basis of confidentiality in matters pertaining to labour relations.
- 2.2. The vacation entitlement of this group is defined in the Handbook for Executive Administrative Staff.

3. Non-Union Technicians and Research Assistants

- 3.1. (Appointments through Human Resources) The vacation entitlement of this group is defined in the Handbook for Technicians & Research Assistants. A maximum of two weeks (10 working days) may be carried over into the next calendar year.