



Staff Vacation Request Form

Employee Name: _____

Vacation Year: July 1, _____ to June 30, _____

Vacation days taken: _____ to _____

Total Days Taken: _____

Total Vacation Left: _____

Staff Signature: _____

Approved by Programme Director or Manager:

Staff members are entitled to following:

<u>Service Period</u>	<u>Vacation</u>
One (1) year but less than five (5) years	Three (3) weeks
Five (5) years but less than ten (10) years	Four (4) weeks
Ten (10) years but less than twenty (20) years	Five (5) weeks
Twenty (20) years or more	Six (6) weeks

Entitlement in a given year is calculated based on completed employment as of June 30, based on the number of months worked. If less than one full year's service has been completed, entitlement is prorated. Vacation is to be taken between July 1st to June 30th. Carry-over of vacation days is discouraged; however, can be carried forward to a maximum of five (5) vacation days.

Please forward completed form to the Human Resources & Compensation Officer, Bursar's Office.