



Bulletin #2

Vacation Entitlement

Clause 30.01 and 30.02 in your Collective Agreement

Taking time to rest and rejuvenate is an important part of your overall health and wellness. As a DFA Member with a full-time position, you have 25 vacation days each year. The number of days is prorated for Members on limited-term appointments of less than 12 months. This formula will help you calculate how many vacation days you have each year: **Length of Employment (months)/12 x 25 vacation days x FTE percentage = vacation days**

You may take your vacation all at once or in parts, in consultation with your Chairperson, Head, Director, Chief Librarian or Dean.

You are encouraged to take your full vacation entitlement each year, but you may request that vacation days be carried over from one year to the next. If you would like to carry over some or all of your vacation days, talk to your Dean, Vice-President, or Chief Librarian. Your request will not be unreasonably denied.

If your contract is less than 10 months, you should receive vacation pay each month, equivalent to 8% of your monthly salary.

Please refer to your [Collective Agreement](#) for more details.