

COMMUNIQUE

To: ALL FACULTY
Date: April 4, 2017
Subject: Faculty Vacation Period – Summer 2017

The Labour Relations Committee, at its meeting of March 22nd, 2017, agreed to the following:

- 1.00 The Administration and the Faculty Association have come to an agreement that the official summer vacation period for full time faculty is from **Wednesday, June 14 to Tuesday, August 15th, 2017, inclusive.**
- 2.00 Any full-time instructor who wishes to adjust his/her two month summer vacation to a time different than stated in Clause 1.00 above must complete an 'Authorization for Planned Faculty Absence' form and forward it, no later than May 1st, 2017, to his/her respective Dean providing the following information:
 - a) reasons for the request
 - b) suggested dates for the two-month vacation schedule
 - c) dates of availability due to modified vacation
- 2.01 The Dean, responsible for the discipline, must consult the instructor's department concerning the request to modify the vacation period. Following consultation, the Dean will recommend the period of adjustment by signing the 'Authorization for Planned Faculty Absence' form and forward it to Human Resources Services, no later than May 8th, 2017.
- 3.00 An instructor whose request has been refused may appeal his/her refusal to the Labour Relations Committee within 48 hours (two working days) of being notified of the refusal.
- 4.00 The consecutive two months' vacation must be taken between **Thursday, May 25th and end no later than the last day of the official vacation period which is Tuesday, August 15th, 2017.**

Donna Yates
Director of Human Resources