



Human Resources Guideline

Unused Vacation Accumulation on Retirement/Resignation

1. Upon deciding to retire, an employee will provide written notice of their retirement date to their administrative manager and Human Resources (HR). The retirement notice effective date can only be modified subsequently upon approval of the administrative manager.
2. The length of pre-retirement vacation leave will be determined with final approval from the administrative manager, but will not exceed the provisions of the relevant collective agreement or the terms and conditions of employment, including limitations on vacation carry-over.
3. During pre-retirement vacation leave, employees will continue to be considered an employee for the purpose of pensionable service and contribute to their respective pension plans (if applicable). Employees will continue to be covered for their eligible benefits (Group Life, Extended Health Care, Dental and Medical Plans) until the last date of employment or as per the terms of the benefit terms whichever is greater.
4. Once an employee has their pre-retirement vacation leave approved by their respective administrative manager, vacation leave dates can only be modified upon approval of the administrative manager or in accordance with other relevant terms of VIU's Short Term Disability and Life Insurance contracts.
5. All eligible wage increases will be recognized during pre-retirement vacation leave.
6. In the case of a resignation, any remaining vacation accumulation will be paid out on the final pay. Vacation will only be permitted to be used prior to resignation in exceptional circumstances and as approved by the administrative manager.