

## **Vacation Pay for Auxiliary Employees**

During collective bargaining for the 2014 – 2019 Collective Agreement, the University and CUPE 116 agreed to new language for the treatment of vacation pay for Auxiliary employees:

### **16.06 Vacations – Part-time and Auxiliary Employees**

It is agreed that Part-time and Auxiliary employees will enjoy the same vacation entitlement, on a pro-rata basis, as Regular employees. **Vacation pay shall be calculated and paid to Auxiliary employees semimonthly with their normal pay.**

The change means that Auxiliary employees will no longer have their vacation pay managed through a bank and will not be required to request vacation pay on a periodic basis. Their earned vacation pay will be paid out to them on their regular payroll deposit as part of the normal payroll cycle.

This change required system changes and is now ready for implementation. Effective April 1, 2017, Auxiliary employees will receive their earned vacation pay on each payroll deposit and there will be no further requirement to manage vacation pay banks. Existing banks will be paid out to Auxiliary employees by the end of May, 2017.

Vacation taken by Auxiliary employees should continue to be coded as Unpaid Vacation.

A copy of the current Collective Agreement between the University and the Union setting out the terms of settlement is available [here](#). If you have any questions, please [contact](#) your Human Resources Advisor or Human Resources Manager for additional information.

### **Human Resources**

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