



## **FSA Vacation Entitlement Policy for Executive Members**

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This policy applies to the FSA Executive who have a full release from their regular UFV position to perform FSA duties.

1. A member's vacation entitlement while serving full-time in an FSA executive position is determined by either his or her UFV vacation entitlement or 40 days, whichever is greater.
2. In principle and by default, the executive member should not forego vacation period in exchange for a vacation payout.
3. In the first 30 days after the annual AGM, the executive member should propose to the Finance & Administration Committee a vacation plan for the fiscal year. The Finance & Administration Committee will review and approve the vacation plan and arrange coverage for the executive members' duties during the vacation period.
4. In the case where unanticipated demand for the indispensable service of the executive member arises during the planned vacation period, the President or the Secretary of Treasury has the discretion to call the executive member back for service. To make up for the unused vacation days, the executive member should propose a rescheduled vacation plan to be carried out in the remaining time of his/her term.
5. Only when it is anticipated to be impossible to reschedule the makeup for the unused vacation days in the remaining term of the executive, can the executive member apply for a vacation payout to the Finance & Administration Committee for approval. The deadline for this application is March 1<sup>st</sup> of the last year of the executive member's term.

*Approved by Executive on April 23, 2015*