



Know Your Contract



No more pencils, no more books...

One key to maintaining a balanced, healthy life is taking appropriate time away from work. Sometimes this is a chance to enjoy friends and family; other times it's an opportunity to catch up on the chores or supporting family. Whether you spend your time off from your VIU job with family, at a second job or on a sunny beach somewhere, time away from VIU is a chance to recharge and come back with a fresh perspective.

General Holidays (Article 17)

In addition to Statutory Holidays mandated by government, we have negotiated some other general holidays. In total, VIU employees receive 12 days of general holiday time. Regular and temporary employees receive these days off with pay (pro-rated for part-time workers) while casual employees are paid a premium on their wages in lieu of general holidays.

December Break

Another perk of working at a VIU is the negotiated December break. For most regular and temporary employees, this comes in the form of Non-Service Duty Days – or three days off with pay – between Boxing Day and New Years' Day (Article 17.02).

For a number of years, VIU has also added a 4th, unofficial, non-service duty day by closing a day early or staying closed a day later than the regular December a break.

On occasion, employees are needed to work on these days. When these cases arise, the equivalent

Time to Breathe

time off with pay is provided before or after the regular holiday break (Article 17.02).

Vacation Time (Article 18)

Compensation for vacation time takes different forms depending on the type of employment you have at VIU (regular, temporary or casual), whether you work year-round or have a seasonal layoff, and where you work.

Regular employees build vacation time based on their length of service. Generally, vacation time can be used at any time; however, there may be some restrictions for those employees with a seasonal layoff.

Reasonable practice suggests that employees provide as much notice as possible regarding vacation requests and that co-workers cooperate when setting up vacation schedules.

Temporary employees have a choice – they can accrue vacation hours at the appropriate rate so they can take paid vacation time or they can have their entitlement paid out biweekly with their wages (Article 18.02b). Unused vacation time will be paid out at the end of the temporary job.

Casual employees receive an additional premium added to their wages in lieu of vacation time.

Vacation Relief & Substitution Pay

In some cases, the employer backfills employees who are on vacation. When this happens, it is general practice to have regular employees substitute for higher paying positions and for replacements to be brought in for lower level positions (Article 18.09).

When the employer designates a substitute, employees are entitled to the wages of the higher paying position as outlined in Article 28.04. But remember, to avoid problems later – clarify this with your boss first.