

## Policy #17

### Vacation, Overtime, Travel Time

#### Intent

IPP RS shall have paid vacation in accordance with the guidelines of their host universities. IPP RS are sometimes required to work or travel outside of regular working hours. This policy allows for compensation of this time.

#### Guidelines

1. The allocation of vacation time and statutory holidays shall follow the guidelines of the host university.
2. RS may take reasonable additional vacation time as compensation for travel/work periods outside normal working situations. This additional vacation time may not be accumulated over more than six months or carried from one year to the next.
3. A maximum of 10 days of unused vacation time may be carried over from one year to the next.
4. No financial compensation will be awarded for unused vacation time or accumulated overtime periods.