

Dear Employee:

Re: Vacation entitlement

Vacation entitlement is earned in 12 months and calculated from July 1 to June 30. The earned vacation is to be taken in the following calendar year January 1 to December 31. The entitlement is calculated at .25 per day per month ie 1.25 per month if working five (5) days per week, 1 day if working four (4) days per week etc.

The University is crediting your vacation up to June 30th of the year. If vacation is taken and an employee leaves the University prior to earning the vacation, the employee is officially required to pay the vacation time taken back to the University.

To clarify for this year, you will accrue vacation from July 1, 2011 to June 30th, 2012. You will take your vacation from January 1, 2012 to December 31, 2012.

Should you have any further questions please do not hesitate to contact to ask.

Anne Lancaster
Administrative Operations Manager

Administrative Operations Manager
Department of Surgery
Faculty of Health Sciences
McMaster University
c/o St. Joseph's Healthcare
50 Charlton Avenue East
Hamilton, Ontario
L8N 4A5
Tel: 905 522 1155 x 34954
Fax: 905 521 6138
cell: 905 518 3738