J. Vacation and Scheduled Development

Section 1 - CCFA Vacation

Vacation Accrual

CCFA Annual Vacation Entitlement is covered in the Collective Agreement by Clause 8.01.

How Many Days?

CCFA normally get 44 days per year – of which 3 are the non-teaching days between Christmas and New Year’s. That leaves 41 days over which faculty have some control in terms of scheduling. For faculty, it is “normally taken in one block” and for a “minimum of six (6) uninterrupted weeks”.

If there have been leaves of absence without pay, there may be fewer days of vacation overall. The Administrative Officer in your School should be tracking this.

When Does It Arrive?

Vacation is given to CCFA members in a 44-day lump on Sept 1, and these days must be used by Aug 31 of the following calendar year.

Carry Forward

If faculty can’t use up all 44 Vacation days during the Sept 1 – Aug 31 period, they must make sure that their School office and HR know that they will be carrying forward vacation days into the next vacation year. If they don’t do this, it is possible to actually lose vacation days to which they would otherwise have been entitled. Forms are circulated by the School office every year to deal with carry-forward requests.

Vacation Scheduling

The timing of the vacation is worked out between the faculty, Chair and Dean – taking into account both “the needs of the College and the interests of the employee. (8.01 (a))” Most faculty take their vacation days so that they are contiguous with their 2 months of SD time, but that pattern is not guaranteed by the Collective Agreement. Only rarely is there an issue about the timing of faculty vacations.

Vacation “is not normally approved during peak work periods, instructional or otherwise” (8.01 (a)). That means that it is not usual to grant Vacation requests that interrupt teaching duties – although it does not rule out vacation days being applied in such a way as to make some long weekends – and this could be particularly useful for faculty carrying forward days.

- Most faculty take their vacation in summer, but others enjoy winter vacations. Taking Vacation in Fall (Q1) or Winter (Q2) permits faculty to get the longest possible run of non-work days because of the proximity of the College holiday closure between Christmas and New Year.
Sickness During Vacation

Should a faculty member become seriously ill during his/her vacation, he/she should request that the sick days be applied to sick leave rather than Vacation.

The vacation days could then be used when the employee is feeling well enough to enjoy them. A doctor’s note may be required. (see Clause 8.02) For more information, call HR and speak to the Employee Health Coordinator.

Chair Vacation

As faculty, Chairs are entitled to 44 days of Vacation under the Collective Agreement. There is language in 8.01(a), however, that refers to coordinators as being treated differently from regular faculty. “...each faculty member, with the exception of coordinators, shall have the right to a minimum of six (6) weeks of uninterrupted weeks of vacation.” This means that, should your Dean wish to do so, he/she could request that you to take your vacation in shorter increments so as to ensure your department runs smoothly during summer.

- If you are requested to take your vacation in shorter increments, and it poses difficulties for you, the matter can be resolved in accordance with Resolution of Disputes procedures in Clause 21 of the Collective Agreement.

Section 2 - CCFA Scheduled Development

Scheduled Development permits two months of time free of regular duties to pursue development tasks. Scheduled Development time is not holiday – it is a work assignment. SD is covered in detail in the Collective Agreement in Provision 10.

SD is not synonymous with “professional development”. It allows faculty two months per year to engage in non-teaching activities to enhance their abilities as educators, or to take part in instructional or organizational projects of value to themselves and the College.

- Camosun has possibly the most generous scheduled development provisions of any College in BC.
- Some faculty choose to teach additional sections as their SD project. This can be a good option if the faculty member wants to teach a topic that would not attract sufficient students to make running a section worthwhile under normal circumstances. Teaching done as part of Scheduled Development does not count as part of an instructor’s normal teaching load, however.

Who Gets It?

SD is granted to continuing faculty only. Term faculty may access Professional Development funds to attend PD activities, but must be employed at the College at the time they use the funds (see Money to Support SD below in this section).

Term faculty who convert to continuing status after working at the College are granted SD in their first continuing year. Continuing faculty hired from outside the College must be employed by the September preceding the May SD period in order to be eligible for SD in May (Clause 10.01). If hired later than September, they are not eligible until their second May at the College.
Types

SD is of three types defined in Clause 10.01 (e). Examples of the various types are below:

- **Professional**: attending conferences, taking courses or workshops, developing skills
- **Instructional**: developing a course pack, developing an on-line course
- **Organizational**: working on an inter-departmental committee, doing program review

Over the span of a career, approximately 50% of the Scheduled Development time should be spent in the pursuit of Professional Development activities.

Money to support SD

There is a fund of Professional Development money available through the CCFA to fund professional development activities. Up to $2500 Short Term PD funding can be used to assist with travel to conferences or workshops and other short term activities. Long Term PD can assist with tuition for courses, etc. that are part of a credentialled program. Forms and deadlines are available at [www.camosunfaculty.ca/index_files/Page319.htm](http://www.camosunfaculty.ca/index_files/Page319.htm)

Section 3 - BCGEU Vacation

Under Construction

Section 4 – BCGEU PD Days

BCGEU faculty are entitled to 8 PD days per year. There is a BCGEU PD fund which is currently under revision, but can pay up to $2500 in support of PD activities.

The Collective Agreement gives responsibility to the Dean to approve PD activities, so if there is any question about whether an activity is acceptable, ask the Associate Dean or Dean.