



VACATION ENTITLEMENT CHART 2024

Managerial & Professional Group and Non-Union Staff

*The Vacation Entitlement Service Date is generally the same as the employee's hire date in their first full-time position but may differ.

**The additional five-day component of eligible vacation days are assigned after the employee's anniversary date.

Vacation Entitlement Service Date*	Years of Service	Vacation Entitlement (Weeks)	Vacation Entitlement (Days)	Allowable Carryover
2000 and prior	24 years or more	6 weeks	30 days	10 days
2001	23 years	5 weeks + 4 days	29 days	10 days
2002	22 years	5 weeks + 3 days	28 days	10 days
2003	21 years	5 weeks + 2 days	27 days	10 days
2004	20 years	5 weeks + 1 day	26 days	10 days
2005	19 years	5 weeks	25 days	10 days
2006	18 years	5 weeks	25 days	10 days
2007	17 years	5 weeks	25 days	10 days
2008	16 years	5 weeks	25 days	10 days
2009**	15 years	5 weeks (after anniversary date)	25 days	10 days
2010	14 years	4 weeks	20 days	10 days
2011	13 years	4 weeks	20 days	10 days
2012	12 years	4 weeks	20 days	10 days
2013	11 years	4 weeks	20 days	10 days
2014	10 years	4 weeks	20 days	10 days
2015	9 years	4 weeks	20 days	10 days
2016	8 years	4 weeks	20 days	10 days
2017**	7 years	4 weeks (after anniversary date)	20 days	10 days
2018	6 years	3 weeks	15 days	5 days
2019	5 years	3 weeks	15 days	5 days
2020	4 years	3 weeks	15 days	5 days
2021	3 years	3 weeks	15 days	5 days
2022	2 years	3 weeks	15 days	5 days
2023**	1 year	3 weeks (after anniversary date)	15 days	5 days
2024	Less than one year	<i>Employees with less than one (1) year of service will earn vacation at a rate of 0.83 days per full month worked.</i>		

Notes:

- All vacation requests and usage should be entered in the [My Attendance Application](https://uwindsor.ca/attendance). (<https://uwindsor.ca/attendance>). Please refer to details and instructions for staff, supervisors, and departmental administrators at: uwindsor.ca/humanresources/attendance.
- Vacation entitlement and carry over for 2024 will be calculated and automatically entered in the My Attendance Application by Human Resources.
- Vacation entitlement details for unionized employees can be found in the applicable collective agreements.