

**Memorandum of Understanding**

**Between**

**The Board of Governors of Mount Royal University**

**(the "Board")**

**And**

**The Mount Royal Faculty Association**

**(the "Association")**

**RE: The Use of Vacation Time for Full-Time Employees**

**In consideration of the use of vacation time for Full-Time Employees whose vacation is governed by Article 15.1 ("Employees"), the Board and the Association agree to the following:**

1. Vacation time shall not accrue and shall be taken in accordance with Article 15.1.
2. An Employee who resigns per Article 4.12.8 and 4.13.2 is recognized to have fully utilized their vacation time upon their last day of employment.
3. An Employee who resigns per Article 4.12.9 or Article 4.13.1 may with approval of the Dean, take time in lieu of vacation prior to the Employee's last day of employment.
4. Letters of appointment from July 1, 2025 onwards shall inform Employees that they are commencing employment during the normal vacation period as outlined in Article 15.1.
5. An Employee who was hired with an effective date of July 1, 2021; July 1, 2022; July 1, 2023; or July 1, 2024, who claims they were directed to undertake work between 1 July and 14 August during their first year of employment, shall be entitled to an equal amount of time in lieu to be taken at a mutually agreeable time between the Employee and the Dean providing that:
  - a. written evidence is provided and the Dean is in agreement with the claim made by the Employee, or
  - b. where written evidence is not available or there is ambiguity, the Dean is in agreement with the Employee's claim.

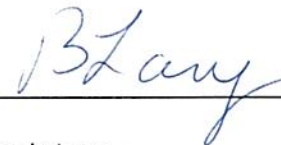
If written evidence is not provided and the Dean is not in agreement, time in lieu shall not be provided. Employees shall have thirty (30) Days from the signing of this MOU to provide evidence they were directed to work, indicating the amount of time worked. Once approved by the Dean, the Employee will work with the Dean to arrange for time in lieu.

6. This MOU supersedes the May 21, 2021 "Change of Practice - Faculty Vacation" letter issued by Trika Macdonald, former AVP HR.



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Chad London  
Provost and Vice-President, Academic  
Mount Royal University



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Brenda Lang  
President  
Mount Royal Faculty Association

11 February 2025