

POLICY

Policy Title	Vacation and Carryover
Policy Holder	Organizational Effectiveness
Policy Approver(s)	Senior Team
Related Policies	
Related Procedures	
Appendices	
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	December 19, 2012
Next Review Date	

Purpose

To ensure employees use the vacation leave they have accumulated each year.

Scope

All Full-time employees

Definitions

Academic staff vacation

Academic staff vacation accumulation is based on a September 1 to August 31 reference period. Academic staff are entitled to a vacation of two months (equivalent to 43 working days) upon completion of one full academic year of service. The employee's vacation entitlement will be pro-rated if less than one full academic year's service has been completed as per the Academic Employees Collective Agreement.

Support staff vacation

Support staff vacation accumulation is based on a July 1 to June 30 reference period. Vacation credits are earned on a monthly basis. The employee's vacation entitlement will be pro-rated if less than one full year's service has been completed. Support staff are entitled to fifteen (15) working days after one (1) year of service to a maximum of thirty (30) working days after twenty-five (25) years of service as per the Support Staff Collective Agreement.

Administrative staff vacation

Administrative staff vacation accumulation is based on a September 1 to August 31 reference period. Vacation credits are earned on a monthly basis. The employee's vacation entitlement will be pro-rated if less than one full academic year's service has been completed. Administrative staff are entitled to twenty-two (22) working days after one (1) year of service up to a maximum of thirty (30) days after eight (8) years of service as per the Terms and Conditions of Employment for Administrative Employees.

Governing Laws and Regulations

Policy Statements

Employees benefit from using fully the vacation they have earned during the year. The College acknowledges that annual vacation time away from the workplace is integral to work life balance and employees are expected to use all their vacation in the period in which it is earned.

Appendix

Appendix 1 – Vacation Carry-over Form

Vacation Carry-over Request Form

Employee Name: _____

Supervisor Name: _____

Approval is requested for _____ days of vacation carryover into the next benefit year.

Rationale for request/Plan for use of days carried forward:

Previous authorized Carryover (if applicable)	_____
Yearly Entitlement of current benefit year	_____
Subtotal of Entitlement	_____
Number of days taken during current year	_____
Total Carryover Requested	

Approval Granted:

- Yes
 No

Reason for denial (if applicable)

Supervisor Name and Signature: _____

Senior Team Approval: _____

Completed form to be forwarded to Human Resources.**Non-Compliance****Revision History**

Version	Change	Author	Date of Change