

## **PROCEDURE**

Procedure Title	Vacation and Carryover
Procedure Holder	Organizational Effectiveness
Procedure 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**

## **Procedure Statements**

	Action	Responsibility
1.	Scheduling of Vacation	
	Employees are to schedule their vacation in a timely fashion, and in accordance with the relevant articles of the Collective Agreement or Terms and Conditions of Employment for Administrative Staff.	Employee
	Vacation is to be submitted to the immediate supervisor, in writing at least one month before the start of the leave. Requests may be made using the Banner leave request system or by memo or email, as agreed upon by the employee and the immediate supervisor.	Employee/Supervisor
2.	Reporting of Vacation	
	Upon completion of the leave the employee must enter the days taken into the Banner leave reporting system within one week of the employee returning from leave.	Employee
	The Supervisor is responsible to ensure that such reporting occurs within the one week period.	Supervisor
	Leave balances will be available to view in real time in Banner. The Employee is responsible to verify the information with respect to vacation entitlement and usage in the Employee Dashboard. Any discrepencies must be reported to payroll prior to the end of the month in which the entitlement was allocated or taken.	Employee
3.	Carry Over	



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	There is no provision for the carry over or accumulation of vacation days referenced in the Academic Collective Agreement. Academic Managers are required to ensure that all faculty use all of their 43 days allocated each year. Carry over will only be permitted in exceptional circumstances. Requests must be made to the Vice President Academic in writing (see Appendix 1), and accompanied by a plan to use such days in the immediately following reference period.	Supervisor
	Support staff may carry-over up to fifteen (15) vacation days to the immediate subsequent vacation year according to the conditions outlined in Article 11.6 of the Collective Agreement. Where days are carried over there must be a written plan (see Appendix 1) developed to use the days within the immediately following reference year at a time that is satisfactory to the College.	Supervisor
	With the approval of the President, Administrative staff can carry over fifteen (15) vacation days. Administrative staff can accumulate vacations days up to, but not exceeding, forty-five (45) working days in any one (1) year, as per the Terms and Conditions of Employment. Reference to the forty-five (45) working days includes the accumulation for the current vacation period. Requests must be made to the President in writing, and accompanied by a plan to use such days in the immediately following reference period. Under no circumstances may an employee carry over more than 15 days of vacation into the following year.	President
	In limited circumstances, and pending Finance and HR approval, some or all of vacation accrual may be paid out.	
	Where an employee has vacation carry over they will not be eligible to participate in the voluntary leave program.  When an employee is approved for Long Term Disabilty (LTD) their accrued vacation will be paid out.	
•	Allocation	
	Each October the Human Resources department will run reports to ensure that all vacation taken during the	Human Resources



	calendar year has been entered and accounted for. Where excess carryover exists the supervisor will be contacted to review and to develop a plan to immediately address the excess days.	
	Vacation allocation will be added to the employee's vacation bank in Banner in February of each year for the following reference period. Carryover days must be accounted for at this time.	
5.	Negative Balance	
	Since vacation is accrued on a monthly basis but is only refreshed in Banner on an annual basis it may be necessary to go into a negative balance in order to take days that have been earned but not reflected in Banner.  In these cases the supervisor will complete a timesheet for the vacation time taken and payroll will process	
	offline until the leave bucket is refreshed as scheduled.	

# Non-Compliance

# **Revision History**

Version	Change	Author	Date of Change