

## PROCEDURE

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

### 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.	<b>Scheduling of Vacation</b>  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.	<b>Reporting of Vacation</b>  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.  The Supervisor is responsible to ensure that such reporting occurs within the one week period.	Employee  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 discrepancies must be reported to payroll prior to the end of the month in which the entitlement was allocated or taken.	Employee
3.	<b>Carry Over</b>	



	<p>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.</p> <p>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.</p>	
<b>5.</b>	<b>Negative Balance</b>	
	<p>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.</p> <p>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.</p>	

## Non-Compliance

## Revision History

Version	Change	Author	Date of Change