



POLICY NUMBER: CS-1311-1984
POLICY TITLE: Staff Vacation on Last Working Day before the Holiday Period
POLICY OWNER: Chief Human Resources Officer
EFFECTIVE DATE: September 1, 1984
LAST REVISED: January 17, 2018

1. Purpose

The purpose of this policy is to identify the rules regarding employee vacation time on the last working day before the Holiday Period.

2. Application and Scope

This policy applies to all College employees.

3. Definitions

"Holiday Period" refers to the days between Christmas Day and New Year's day, inclusive, or as otherwise determined by the Mohawk Executive Group.

"Last Working Day" is the last weekday before the Holiday Period.

"Standard Working Day" refers to a weekday where the College is open from 8:30am – 4:30pm.

4. Principles

The College recognizes the need for clarity regarding staff vacation time on the last working day before the Holiday Period to ensure all time off is managed consistently within the College.

5. Accountability and Compliance

5.1 Accountability Framework

This policy has been approved by the Senior Leadership Team.

5.2 Compliance

The Chief Human Resources Officer is authorized to ensure that the information within this policy is applied and that all actions comply with the Academic and Support Staff Collective Agreements as well as any additional applicable provincial legislation.

6. Rules

6.1 Last Working Day

At the start of each year the College will post the Holiday Period closing schedule for the coming calendar year. The College will be open for a standard working day on the last day prior to the Holiday Period.

6.2 Employee Vacation

Employees who are entitled to vacation can book time off prior to the Holiday Period, including the last working day, with their manager's approval.

Any employee who has taken a full day of vacation shall be reimbursed one half day of vacation time if the College closes at or before 12 noon on the last working day before the Holiday Period. It is the responsibility of the Manager to ensure that all vacation time and reimbursements of vacation time are recorded correctly in the time and attendance systems.

7. Policy Revision Date

7.1 Revision Date

December 2020

7.2 Responsibility

The Chief Human Resources Officer will review this policy every three years or earlier when required.

9. Specific Links

Faculty Collective Agreement

Support Staff Collective Agreement