



<b>Policy Number:</b>	<b>CS-1314-2014</b>
<b>Policy Title:</b>	<b>Vacation Carryover For Administrative and Support Staff Employees</b>
<b>Policy Owner:</b>	<b>Chief Human Resources Officer</b>
<b>Effective Date:</b>	<b>April 23, 2014</b>
<b>Revision Date:</b>	

### 1. Purpose

The purpose of the Vacation Carryover policy is to provide rules regarding the management of vacation days and the management of any requests for carryover for full time Administrative and Support Staff employees.

### 2. Application and Scope

The Vacation Carryover policy applies to all full time Administrative and Support Staff employees of Mohawk College.

### 3. Definitions

**"Accrued Vacation Days"** – Number of days earned during the vacation plan year based on Administrative or Support Staff terms.

**"Vacation Plan Year"** – The period during which vacation credits are earned and utilized. Vacation days must be earned prior to usage for all Support staff and for Administrative staff hired prior to July 2010. Administrative staff hired after July 2010 accrue and utilize vacation days within the same vacation plan year.

- Administrative staff vacation plan year is September 1 to August 31.
- Support staff vacation plan year is July 1 to June 30.

**"Vacation Carryover"** – Number of days earned in previous vacation plan year, but not used within that year.

**"Employees"** – for the purpose of this policy, employees refers to full time Administrative and Support staff.

**"Exceptional circumstances"** – Circumstances that are beyond the employee's control that have prevented the employee from scheduling vacation. This would apply to individuals who are on extended leaves of absence due to illness. Exceptional circumstances do not apply to individuals who have accrued vacation during maternity and/or parental leaves.

### 4. Principles

The College recognizes its responsibility to create and maintain a supportive

environment that enables staff to achieve work-life balance and maintain physical and mental health and wellbeing. One of the ways to achieve this is by ensuring that staff use their annually accrued vacation allotment within the time frame for which it is intended.

The College also recognizes the need to maintain a specific and consistent process to manage vacation carryovers to manage the unfunded liability to the College.

## **5. Accountability and Compliance**

### **5.1 Accountability Framework**

This policy has been approved by the Senior Management 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 relevant legislation, policies and Collective Agreements.

## **6. Rules**

It is understood that there will be instances where employees are prevented from utilizing all accrued vacation days during a vacation plan year. In this case, employees can request to carry over a maximum of 15 days. All requests for vacation carryover shall be considered on an individual basis. Any carryover days must be used within the next vacation plan year.

In exceptional circumstances when an employee is prevented from utilizing all accrued vacation days during a vacation plan year, which results in a carryover greater than 15 days, a plan for the utilization of the excess must be approved by the Vice President (President for Vice-Presidents; Chair of the Board for President).

In limited circumstances, with Human Resources and budget approval, some or all vacation accrual may be paid out.

Accumulated vacation is paid out when an employee ceases employment with the College.

## **7. Responsibilities**

### **Managers:**

- Ensure that a departmental protocol for requesting, scheduling and recording vacation time is in place and communicated to staff.
- Monitor vacation balances to ensure staff are scheduling and taking earned vacation days for the current vacation plan year.
- Consider carryover requests and provide decisions in a timely fashion.

- Document plans for the usage of vacation carryover amounts greater than 15 days.

**Employees:**

- Request vacation in accordance with department protocols, in a timely fashion.
- Request carryover of vacation days by submitting a request in writing to their immediate manager 30 days prior to the end of the vacation plan year.

**8. Policy Revision Date**

**8.1 Revision Date**

April 2016

**8.2 Responsibility**

The Chief Human Resources Officer will review this policy every 2 years or earlier where required.

**9. Specific Links**

Administrative Terms and Conditions of Employment  
Support Staff Collective Agreement