



<b>Policy Number:</b>	CS-1314-2014
<b>Policy Title:</b>	Vacation Carry-Over for Administrative, Support Staff and Academic (Non-Teaching)
<b>Policy Owner:</b>	Chief Human Resources Officer
<b>Effective Date:</b>	April 23, 2014
<b>Revision Date:</b>	October 16, 2019

### 1. Purpose

The purpose of the policy is to provide instructions regarding the management of vacation carry-over for all full-time Administrative, Support Staff and Academic (non-teaching) employees.

### 2. Application and Scope

The policy applies to all full-time Administrative, Support Staff and Academic (non-teaching) employees of Mohawk College.

### 3. Definitions

**“Accrued Vacation Days”** number of days earned during the vacation plan year based on Administrative Terms and Conditions, Support Staff and Academic Collective Agreements.

**“Employees”** for the purpose of this policy, employees refers to full-time Administrative, Support Staff and Academic (non-teaching) employees.

**“Fiscal year-end”** March 31<sup>st</sup> of each year.

**“Leave reporting system”** system within Banner to record, submit and track leave information.

**“Plan year”** The period during which vacation credits are earned and utilized. Vacation days must be earned prior to usage for all Support Staff. Administrative and Academic (non-teaching) employees accrue and take vacation days within the same plan year. The plan year for each group is as follows:

- Administrative and Academic (non-teaching) employees: September 1 to August 31.
- Support Staff: July 1 to June 30.

**“Vacation carry-over”** number of days not used within that plan year.

**“Vacation carry-over request form”** a form to request vacation carry-over.

#### **4. Principles**

The College recognizes its responsibility to create and maintain a supportive environment that enables employees to achieve work-life balance and maintain physical and mental health and well-being. One of the ways to achieve this is by ensuring employees use their annual vacation allotment within the timeframe for which it is intended. The College also recognizes the need to maintain a specific and consistent process for managing vacation carry-over and the related liability.

#### **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 relevant legislation, terms and conditions, policies and Collective Agreements.

#### **6. Roles and Responsibilities**

To ensure compliance with this policy and create a supportive environment that encourages a work-life balance, the following responsibilities have been assigned to managers, employees and the Human Resources Department:

##### **6.1 Management**

- Provide opportunities for employees to take earned vacation throughout the plan year.
- Ensure a departmental protocol aligned with the Collective Agreements or Administrative Terms and Conditions, for requesting, scheduling, tracking and recording vacation time in the leave reporting system is in place and communicated to employees.
- Monitor vacation balances to ensure employees are taking and reporting earned vacation days throughout the plan year within the leave reporting system. Report all discrepancies for vacation balances to Human Resources.
- Review vacation balances in the leave reporting system prior to approving requests to confirm there are sufficient days available in vacation balances.
- Ensure employees complete a vacation carry-over request form for carry-over greater than 15 days, 30 days prior to the next plan year. Ensure the carry-over request form includes a plan to use the vacation carry-over by fiscal year-end and is approved by the Vice President.
- Consider carry-over requests and provide decisions for carry-over within two weeks of receiving the form in writing to the employee. Submit requests greater than 15 days to appropriate Vice President for approval within two weeks of the next plan year.
- Submit all vacation carry-over request forms to Human Resources (approved and denied) one week prior to the next plan year to ensure accuracy in the leave reporting system.
- Liaise with employees and Human Resources if carry-over cannot be taken prior to fiscal year-end and develop a plan for vacation carry-over (i.e.

extension for the vacation carry-over, mandatory scheduled vacation by manager or removal of days).

- Provide on-going support to employees for using vacation carry-over and hold them accountable for using the time prior to fiscal year-end.
- Review requests for vacation carry-over extensions after fiscal year-end with Human Resources. Ensure all requests are submitted on the Vacation Carry-Over Request Form – Fiscal Year-end and extension requests greater than 15 days are approved by the appropriate Vice President. Submit all forms to Human Resources to ensure the employee's balance in the leave reporting system is accurate.

## **6.2 Employees**

- Request vacation in accordance with department protocols, appropriate Collective Agreements and Administrative Terms and Conditions.
- Commit to taking earned vacation throughout the plan year when possible and record all vacation time in the leave reporting system on a monthly basis for manager approval.
- Maintain a positive balance of vacation days and review balance with manager in the leave reporting system on a monthly basis. Report all discrepancies to Human Resources.
- Request vacation carry-over 30 days prior to the end of the plan year for amounts greater than 15 days by completing a Vacation Carry-Over Request Form. Include a plan to take all vacation carry-over prior to fiscal year-end on the form and submit it to manager and Vice President for approval.
- Commit to taking approved vacation carry-over, when possible, prior to fiscal year-end.
- Liaise with management and Human Resources if carry-over cannot be taken prior to fiscal year-end and submit a Vacation Carry-Over Request Form – Fiscal Year-end to develop a plan for the time (i.e. extension for the vacation carry-over, mandatory scheduled vacation by manager or removal of days).

## **6.3 Human Resources Department**

- Request vacation carry-over plans and approval forms from Departments before each plan year (June for Support Staff and August for Administrative and Faculty (Non-Teaching) of each year).
- Monitor the usage of carry-over days to ensure employees have the support required to use their vacation days.
- Update vacation entitlements, time and or carry-over in the leave reporting system when applicable: remove, adjust, maintain or apply vacation time or carry-over to balances at the beginning of plan years and at fiscal year-end.
- Calculate prorated vacation entitlements for new hires, leave of absences etc., and notify Payroll when required. Apply all updates in the leave reporting system and notify employees / managers when adjustments have occurred if required.
- Review and approve in conjunction with management all plans for carry-over at fiscal year-end and coordinate the process for updating balances in the leave reporting system to reflect extension for the vacation carry-over, mandatory scheduled vacation by manager or removal of days.

- Liaise with management and employees if carry-over cannot be taken prior to fiscal year-end and ensure a Vacation Carry-Over Request Form – Fiscal Year-end is submitted to develop a plan for carry-over (i.e. extension for the vacation carry-over, mandatory scheduled vacation by manager or removal of days).

## **7. Vacation Carry-Over Guidelines**

An Administrative, Support Staff or Academic (non-teaching) employee can carry-over up to 15 days of vacation into a new plan year and all approved carry-over must be used prior to fiscal year-end.

### **7.1 Vacation Carry-Over Greater than 15 days**

When an employee has carry-over greater than 15 days, it must be reviewed and approved by their immediate manager and appropriate Vice President. Vacation carry-over requests for more than 15 days must be submitted 30 days prior to the next plan year and must be documented on the Vacation Carryover Request Form. All requests for vacation carry-over will be considered on an individual basis within two weeks of receiving the form and a plan to use the carry-over days must be noted by the employee on the form.

If vacation carry-over requests are not approved, the manager will notify the employee as to why the vacation carry-over request has been denied in writing within two weeks of receiving the request. Requests for vacation carry-over shall not be unreasonably denied. If the request is not approved by management, a mandatory meeting will be scheduled between the employee and manager to discuss the following options: extension for the vacation carry-over, mandatory scheduled vacation by manager or removal of days.

Approved carry-over must be taken by the employee prior to fiscal year-end and if carry-over remains by this deadline, a mandatory meeting will be scheduled with the employee and manager to develop a plan for the time based on the following options: extension for the vacation carry-over, mandatory scheduled vacation by manager or removal of days. All plans for remaining carry-over at fiscal year-end must be documented on the Vacation Carry-Over Request Form – Fiscal Year-end and extension requests greater than 15 days will require approval from the appropriate Vice President.

All vacation carry-over request forms (approved or denied) need to be submitted to Human Resources one week prior to the next plan year in order to maintain or update the vacation carry-over balance within the leave reporting system. If the request form is not received by Human Resources, the carry-over days will be removed from the employee's balance until the form has been received and approved by management.

## **8. Revision Date**

### **8.1 Policy Revision Date**

October 2024

### **8.2 Responsibility**

The Chief Human Resources Officer will review this policy every 5 years or earlier where required.

## **9. Attachments**

Attachment 1 - Vacation Carry-Over Request Form

Attachment 2 - Vacation Carry-Over Request Form – Fiscal Year-end

## **10. Specific Links**

Administrative Terms and Conditions of Employment

Support Staff Collective Agreement

Academic Collective Agreement

Vacation Carry-Over – Resource Guide for Employees and Managers

## Vacation Carry-Over Request Form (Fiscal Year-End)

This form is to only be completed if vacation carry-over is remaining at Fiscal Year-End.  
Please complete and sign this form electronically and route final form to Human Resources by email (Time.Attendance@MohawkCollege.ca)

<b>Employee Name and Employee ID:</b>	<b>Manager Name:</b>
<b>Position Title:</b>	<b>Department and Campus:</b>
<b>Vacation year:</b>  <b>From:</b> <b>To:</b>  <b>Date of carry-over request:</b>	<b>Employment Group:</b> <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Support Staff <input type="checkbox"/> Academic (non-teaching) <i>This form does not apply to Academic (teaching) employees.</i>
<b>Vacation carry-over request (amount of days):</b> <b>Reason for vacation carry-over at fiscal year-end:</b>	
<b>Please select one of the following options for requested vacation carry-over at fiscal year-end:</b>  An extension has been provided by management and the appropriate Vice President for the employee to use the carry-over by:  Management has scheduled mandatory vacation for the employee. Please provide schedule below.  Vacation carry-over will be removed from the employee’s balance as of fiscal year-end.	
Vacation carry-over request has been approved by management and Vice President (if applicable – greater than 15 days): <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, please provide rationale below):	
Employee Signature	Date
Manager Signature	Date
Vice President Signature	Date

