

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 4	DIRECTIVE NO. D14
	ORIGINATOR Human Resources	
	APPROVED BY President's Executive Committee	
TITLE VACATION POLICY	EFFECTIVE DATE 2007.01.10	REPLACES 1997.06.12

MANAGEMENT POLICY

It is the policy of the College to ensure that each employee benefits from the full utilization of each year's vacation entitlement, in a timely fashion, and that it must be scheduled in accordance with the relevant articles of Collective Agreements and Terms and Conditions of Employment.

Variations to this policy will require the approval of the President of the College for each employee upon the recommendation of the appropriate senior officer.

PROCEDURES

1. Establishing the Vacation Period

- 1.1 Vacation periods for individuals are established after discussion with the supervisor and are subject to the supervisor's written approval.
- 1.2 For Academic staff teaching in post-secondary programs, the vacation period will be assigned as forty-three (43) days, normally between mid-June to mid-August.
- 1.3 For Academic staff teaching in non post-secondary programs, the vacation period will be assigned as forty-three (43) days during non-teaching periods (continuous intake).
- 1.4 For Support and Administrative staff, the vacation period will be assigned following agreement on an appropriate schedule.
- 1.5 Once the vacation period has been established, any changes to the schedule will require the written approval of the supervisor. Changes of fifteen (15) days or more will require two levels of approval in order to be actioned by the Human Resources Department.
- 1.6 Return to work during the pre-established vacation period will require the written approval of the supervisor.
- 1.7 If there is no written approval to vary the vacation plans as outlined in subsections 1.1 to 1.6, above, the original plan will be deemed to have been in

effect and the appropriate vacation days will be attributed to the individual's vacation account.

2. Vacation Entitlement

- 2.1 The underlying principle is that vacation credits are earned before they can be taken.
- 2.2 Vacation entitlement is stipulated in the relevant Collective Agreements and Terms and Conditions of Employment.
- 2.3 For 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 (43 days) upon completion of one full academic year's service. Vacation credits will be earned on a monthly basis. Less than one full academic year's service, the employee's vacation entitlement will be pro-rated.
- 2.4 For Support staff, vacation accumulation is based on a July 1 to June 30 reference period. Vacation credits are earned on a monthly basis. Less than one full year of service, the employee's vacation will be pro-rated.
- 2.5 For Administrative staff, vacation accumulation is based on a September 1 to August 31 reference period. Vacation credits are earned on a monthly basis. Less than one full year of service, the employee's vacation will be pro-rated.
- 2.6 Leave entitlement for Support and Administrative staff can change from year to year, based on service and employment circumstances.
- 2.7 Support staff are entitled to fifteen (15) days after one (1) year of service to a maximum of thirty (30) days after twenty-five (25) years of service as per the Support Staff Collective Agreement.
- 2.8 Administrative staff are entitled to twenty-two (22) days after one (1) year of service up to a maximum of thirty (30) days after eight (8) years of service.

3. Recording and Monitoring Vacation Entitlement and Usage

- 3.1 A record of each employee's vacation entitlement will be maintained on the Human Resources Information System (HRIS) by the Human Resources Department.
- 3.2 All supervisors will be responsible for monitoring the approved vacation usage on the Information System for each of their employees.
- 3.3 Accurate monthly debit entries are made to the leave system by the department for each employee. Procedures for debit entries are contained in the HRIS Users' Manual.

- 3.4 Employees will be provided with a leave update on their pay stub on a bi-weekly basis. The information on the stub provides the employee with an opportunity to reconcile the College's leave information (including vacation entitlement and usage) with their own personal leave records. Discrepancies can be verified with their supervisor or the Human Resources Department and should be done within ten (10) days of the pay date in which the information was printed.
- 3.5 Each employee is provided with a summary leave statement on an annual basis. The statement provides the employee with a final opportunity to reconcile the College's leave information. Once the information is reconciled, the employee will sign the statement and return it to the Human Resources Department to be kept in the employee's personal file.

4. Carry-over Credits

- 4.1 Section 5.3 of the Terms and Conditions of Employment for Administrative staff permits the accumulation of vacation entitlement up to, but not exceeding, forty-five (45) working days in any one (1) year. Such accumulation is subject to the written approval of the President. Reference to the forty-five (45) working days includes the accumulation for the current vacation period.
- 4.2 Support staff may carry-over up to three (3) weeks (15 days) of vacation to the immediate subsequent vacation year according to the conditions outlined in Article 11.6 of the Collective Agreement.
- 4.3 The accumulation and use of vacation is subject to the procedures outlined in Sections 1.1 to 1.7 and 4.1 to 4.3 of this Directive.

5. Professional Development Leave

- 5.1 Employees on professional development leave will not accumulate vacation during the period of leave.

6. Temporary Re-assignments/secondments

- 6.1 When individuals are temporarily re-assigned to another department, that department must accommodate the vacation accrued during the assigned period to ensure that no additional carry-over credits are created. Exceptions are to be approved in writing by the immediate supervisor of the temporary assignment, the immediate supervisor of the permanent position, and the appropriate Senior Officer.
- 6.2 Individuals seconded to other agencies will utilize their full annual vacation entitlement unless financial responsibility for the vacation entitlement is assumed by the seconding agency.

(original signed by)
Vice-President
Student Life & Human Resources