

MEMO

DATE: March 28, 2023

TO: Full-Time and Regular Part-Time Support Staff Employees

FROM: Grant Perry, Chief Financial Officer

SUBJECT: 2023-2024 ANNUAL LEAVE PLANNING – SUBMIT by APRIL 5, 2023

It's annual vacation planning time. The annual vacation schedule applies to July 1, 2023 – June 30, 2024. For annual leave planning, full-time and regular part-time employees are asked to submit requested leave dates via [Workday](#) by Monday, April 3, 2023. Some managers may also request a summary of your vacation plans via email.

Through Workday, requests will be confirmed by managers no later than April 14, 2023, as per the Full Time and Part Time Collective Agreements ([Article 11.5 pages 32/33 \(FT\)](#) and [Article 14.2 page 23 \(PT\)](#) Scheduling Vacation - attached). Please see the attached User Guide - [Managing My Time Off](#). Vacation submissions should reflect use of your full vacation entitlement for the 2023-2024 year. Please review the College Directive [HR13: Vacation](#) for information regarding vacation including Carry Over, which may only be granted in special circumstances in accordance with a scheduling agreement (refer to Item 16).

Please note that leave change requests may be submitted throughout the year; however, approvals for leave outside of this process (those submitted after April 5) are on an as-able basis. For these requests, employees will receive a response within two weeks of the request.

As a reminder, Finance and Administrative Services has varying peak periods (budget, year-end, audit, etc.) which require robust staffing levels; therefore, vacation requests during team-specific peak periods may not be able to be accommodated. The administrative team will collaborate to ensure sufficient coverage and support during these essential service times.

If you have any questions or concerns in the planning of your leave, you are encouraged to speak with your manager.