

**HR 13****Vacation**

Classification:	Human Resources
Responsible Authority:	Manager, Total Compensation
Executive Sponsor:	Vice President, Human Resources
Approval Authority:	Algonquin College Executive Team
Date First Approved:	1996.04.22
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**PURPOSE**

To ensure full time employees use the vacation leave they have accumulated each year.

**SCOPE**

All full-time employees

**DEFINITIONS**

<b>Word/Term</b>	<b>Definition</b>
Academic Administrator	Program Chair, Course Chair, Academic Manager or Dean
Workday	Human Resources Information System

**POLICY**

1. The College believes that employees benefit from using fully the vacation period they have earned during the year. While encouraging employees to fully use their vacation period, the College expects that employees will minimally take two weeks of vacation during the year to allow sufficient time for periods of relaxation.
2. Employees are to schedule their vacation in a timely fashion, and in accordance with the relevant articles of the respective Collective Agreements and Terms and Conditions of Employment for Administrative Staff.
3. Requests to modify the use of vacation period will require the approval of the applicable Dean or Director of the area.

### **Vacation Entitlement**

4. Vacation credits are accrued on a monthly basis. An employee can take vacation prior to receipt of the accrual so long as they do not take more than their annual vacation entitlement during the vacation year.
5. If an employee takes vacation early in the year prior to accrual and, as a result, their balance goes into a negative amount, they will be required to reconcile by the end of the vacation year. If an employee leaves the organization and has a negative vacation balance, this will be reconciled with their last pay.
6. 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 working days) upon completion of one full academic year of service. Vacation credits will be earned on a monthly basis and will be funded through deferred earnings. The employee's vacation entitlement will be pro-rated if less than one full academic year's service has been completed.
7. For Support staff, vacation accumulation is based on a July 1 to June 30 reference period. Vacation credits are earned on a monthly basis. The employee's vacation entitlement will be pro-rated if less than one full year's service has been completed. Support staff are entitled to fifteen (15) working days after one (1) year of service to a maximum of thirty (30) working days after twenty-five (25) years of service as per the Support Staff Collective Agreement and based on the effective date of June 30<sup>th</sup>.
8. For Administrative staff, vacation accumulation is based on a September 1 to August 31 reference period. Vacation credits are earned on a monthly basis. The employee's vacation accrual will be pro-rated if less than one full academic year's service has been completed. Administrative staff are entitled to twenty-two (22) working days after one (1) year of service, and one (1) additional paid vacation day for each additional year of continuous service, based on September 1<sup>st</sup> of each year, with a maximum vacation entitlement of thirty (30) days after eight (8) years of service as per the Terms and Conditions of Employment for Administrative Employees.

In certain hiring situations, an individual may be given credit for professional experience and hired at a higher level of vacation entitlement. In those situations, the employee will be placed on the vacation schedule and will receive ongoing increases in accordance with Policy. In these situations, deviation from the vacation schedule will be viewed as an exception during the time of hire and must be approved by the Vice President, Human Resources based upon the particulars of the situation.

### **Establishing the Vacation Period**

9. Employees are to schedule their vacation period after discussion with their immediate supervisor and having received a written approval. Once the vacation period has been set, any changes to the schedule will require the written approval of the supervisor.

9.1 For Academic staff teaching in post-secondary programs, the vacation period will be assigned as forty-three (43) working days Payment during vacation

will be made from the academic's deferred earnings. If there is not enough deferred earnings available to cover the 43 days, then the remaining days are considered unpaid vacation.

9.2 For Academic staff teaching in non post-secondary programs (continuous intake), the vacation period will be assigned as forty-three (43) working days during non-teaching periods.

10. If there is no written approval to change the vacation period, the original period will stand and the appropriate vacation days will be attributed to the employee's vacation account.

### **Recording and Monitoring Vacation Entitlement and Usage**

11. Human Resources will maintain a record of each employee's vacation entitlement on the Human Resources Information System (Workday).
12. The employee is responsible for entering all leave activity taken on the Leave System of the Workday. Procedures for entries are contained in the Workday Users' Manual.
13. All supervisors will be responsible for monitoring the approved vacation usage on Workday for each of their employees.
14. Employees have the ability to access their vacation balance through the self-serve module of Workday. The information available on Workday 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 and should be done as soon as possible, but no later than the end of the current vacation year.

### **Carry over Credits**

15. Academic staff cannot carry over or accumulate vacation days based on the Academic Collective Agreement.
16. Support staff may carry-over up to fifteen (15) vacation days to the *immediate* subsequent vacation year according to the conditions outlined in Article 11.6 of the Collective Agreement. This is to be granted in special circumstances only and is to be used in accordance with the scheduling agreement made between the employee and the College.
17. With the approval of the President, or his/her delegated authority, Administrative staff can carry over an additional fifteen (15) vacation day to the immediate subsequent year. Administrative staff can accumulate as vacations days up to, but not exceeding, forty-five (45) working days in any one (1) year, as per the Terms and Conditions of Employment. Reference to the forty-five (45) working days includes the accumulation for the current vacation period. Agreement to carryover an additional fifteen (15) vacation days will be conditional upon the completion of a scheduling agreement made between the administrative staff employee and the College.

### **Professional Development Leave**

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

### **Temporary Assignments or Secondments**

19. When employees are temporarily assigned to another department, the receiving department must ensure the employee takes the vacation days accrued during the assignment so that no carry-over vacation days 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 Vice President.
20. Individuals seconded to external agencies will use their full annual vacation entitlement unless the financial responsibility for the vacation entitlement is assumed by the external agency.

### **Statutory Leaves**

21. Employees who are off work on statutory leaves (e.g., maternity, parental, or other legislative leave entitlements) will continue to accrue their vacation during the period of leave. As academic staff will not earn deferred earnings during a period of leave, they will continue to accrue unpaid vacation days during their statutory leave.

## **PROCEDURE**

<u><b>Action</b></u>	<u><b>Responsibility</b></u>
1. Submit a request for a vacation leave to the immediate supervisor at least one month before the start of the leave requested.	Administrative and Support Staff Employees
2. Discuss with the employee and then assign Academic staff a vacation period during non-teaching periods.	Academic Administrator
3. Report daily the vacation leave taken by the employee in the leave section of Workday.	Employee
4. Verify the College's leave information (vacation entitlement and usage) as shown on the Workday system. Contact the immediate supervisor or Human Resources Department if any discrepancy is found within the year.	Employee

## **SUPPORTING DOCUMENTATION**

None

## RELATED POLICIES

None

## RELATED MATERIALS

Collective Agreements

<http://www.algonquincollege.com/hr/labour-relations/collective-agreements/>

Terms and Conditions of Employment for Administrative Employees

<http://www2.algonquincollege.com/hr/files/2012/04/Administrative-Terms-and-Conditions-revised-March-2010.pdf>