

**HR13**                      **Vacation**

Classification:	Human Resources
Responsible Authority:	Director, Employee and Labour Relations
Executive Sponsor:	Vice President, People and Technology
Approval Authority:	Algonquin College Executive Team
Date First Approved:	1996-04-22
Date Last Reviewed:	2026-05-13
Date to Complete Mandatory Review:	2031-05-13

**PURPOSE**

To promote employee well-being and work-life balance by ensuring vacation entitlements are used fully and equitably, in compliance with the Ontario Employment Standards Act (ESA) and the Administrative Terms and Conditions of Employment.

**SCOPE**

All full-time administrative employees

**DEFINITIONS**

<b>Word/Term</b>	<b>Definition</b>
Excess Vacation	Any vacation balance greater than 5 days at the end of the vacation year.
Full-time Administrative Employee	A Full-Time Administrative Employee is an full-time employee who is employed in a managerial or confidential capacity.
Workday	Human Resources Information System

**POLICY**

1. The College believes that employees benefit from fully using the vacation they have earned during the year to allow sufficient time for periods of relaxation. To this end, the College is committed to ensuring that vacation practices are administered in a manner that supports inclusion, diversity, equity and accessibility, and recognizes the diverse needs of employees.

2. Employees are to schedule their vacation in a timely fashion, and in accordance with the relevant articles of the Terms and Conditions of Employment for Administrative Staff.

### **Vacation Entitlement**

3. 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.
4. 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.
5. 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 1st 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, People and Technology, or their designate, based upon the particulars of the situation.

### **Establishing the Vacation Period**

6. Employees are to schedule their vacation period after discussion and approval with their immediate supervisor. Once the vacation period has been set, any changes to the schedule will require the approval of the immediate supervisor.
7. Where vacation is requested for cultural, religious, indigenous ceremonial, disability-related or family caregiving reasons, supervisors will make reasonable efforts to accommodate such requests consistent with operational requirements and human rights legislation.

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

8. Human Resources will maintain a record of each employee's vacation entitlement on the Human Resources Information System (Workday).

9. The employee is responsible for entering all leave activity requests on the Leave System of Workday. There is a Workday Users' Manual to assist supervisors to generate the relevant reports for their area to identify vacation utilization by their teams.
10. All supervisors will be responsible for monitoring the approved vacation usage on Workday for each of their employees.
11. Administrative 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**

12. With the approval of the President, or their delegated authority, Administrative employees can carry over up to an additional fifteen (15) vacation days to the immediate subsequent year. Administrative employees 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 up to an additional fifteen (15) vacation days will be conditional upon the completion of a scheduling agreement made between the administrative employee and the College.

#### **Professional Development Leave**

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

#### **Temporary Assignments or Secondments**

14. 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.
15. 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**

16. 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.

### **Excess Vacation**

17. Administrative Employees who have excess vacation balances at the end of the vacation year and are without an approved Vacation Carry-Over Request Form will have their excess vacation balance paid.

## **PROCEDURE**

	<b>Action</b>	<b>Responsibility</b>
1.	Submit a request for a vacation leave to the immediate supervisor at least one month before the start of the leave requested.	Administrative Employees
2.	Report daily the vacation leave taken by the employee in the leave section of Workday.	Employee
3.	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**

Appendix 1: Vacation Carryover Request Process

Appendix 2: Vacation Carryover Request Form

## **RELATED POLICIES**

None

## **RELATED MATERIALS**

Terms and Conditions of Employment for Administrative Employees

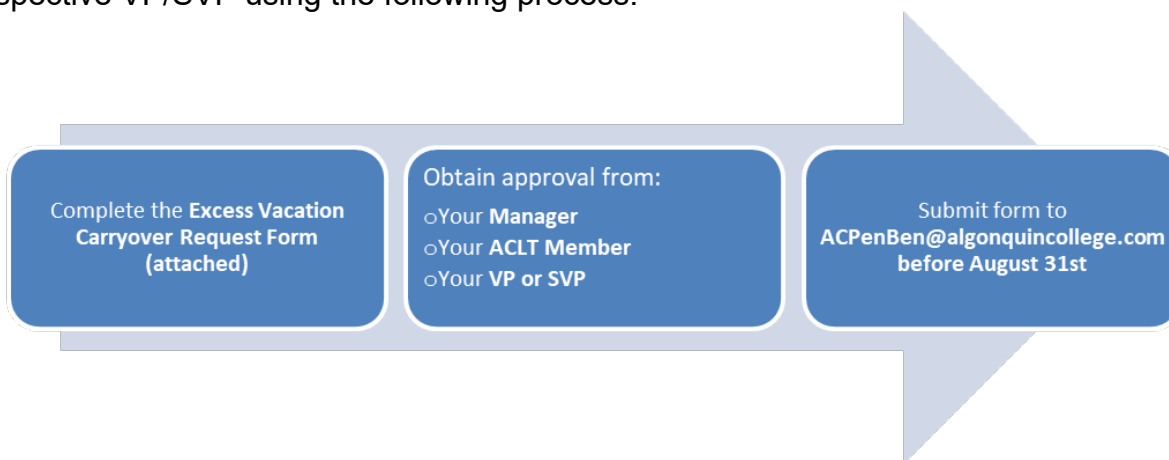
<http://www2.algonquincollege.com/hr/files/2012/04/Administrative-Terms-and-Conditions-revisedMarch-2010.pdf>

## APPENDIX 1: VACATION CARRYOVER REQUEST PROCESS

Employees and their People Leaders/supervisor, with excess vacation will be contacted three months prior to the conclusion of the vacation year and presented with three (3) options as follows:



To carryover vacation beyond August 31st, approval must be obtained from the respective VP/SVP using the following process:



Carryover requests are limited to fifteen (15) days and will only be approved under exceptional circumstances, ensuring operational feasibility. If the Vacation Carryover Request Form is not received in HR by August 31st, the excess vacation days will be automatically paid out in September.

**Please note:** People Leaders/supervisor will need to consider the financial impact to their operational budgets of excess vacation payouts as budget holders will still be accountable to achieve their assigned budget targets, and excess vacation payouts will not be considered an acceptable variance.

**APPENDIX 2: VACATION CARRYOVER REQUEST PROCESS**

**Excess Vacation Carryover Request - Administrative and Fixed-Term Administrative**

**Instructions:**

Submit this completed and signed form to [ACPenBen@algonquincollege.com](mailto:ACPenBen@algonquincollege.com) if you wish to carry over your excess vacation days.

Signed forms *must* be approved and received by Human Resources no later than **August 31st** of the current vacation year to prevent payout of your balance.

Forms must be signed by your Manager, the ACLT member for your department, and the Vice President/Senior Vice President for the area to be considered.

**Complete all areas below:**

Employee Name:	
Employee ID:	
Employee Type:	(Select) <input type="text"/>
Excess Vacation Days Balance: (Provided by Human Resources)	
How many excess vacation days are you requesting to carry over? (Max 15)	

**Provide your rationale for not having your excess vacation days paid out such as exceptional operational need or extenuating circumstances, etc.**