

## VACATION MANAGEMENT PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Functional Category:</b>	Human Resources
<b>Parent Policy:</b>	Attendance Management Policy
<b>Approval Date:</b>	May 7, 2020
<b>Effective Date:</b>	May 7, 2020
<b>Procedure Owner:</b>	Vice President, People
<b>Procedure Administrator:</b>	Manager, People Services

### Overview:

NorQuest College is committed to supporting employee wellness by ensuring that employees take their annual vacation. Timely utilization of vacation entitlement by employees is very important in maintaining work life balance and enabling our staff to remain effective, responsive, and productive members of the college community. Timely utilization of vacation also:

- Reduces the impact on the Division workload of overly long vacations, and
- Reduces the cost of our vacation liability

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No.5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

### Procedures:

#### 1. ROLES AND RESPONSIBILITIES

Permanent and Term Employees are responsible for:

- Requesting vacation using the NOVAtime Time and Labour reporting tool
- Taking full vacation entitlement each year
- Reviewing vacation balances on PeopleSoft Employee Self-Service and NOVAtime for accuracy and to ensure they are not carrying more than their annual vacation at any time or that they do not have a negative vacation balance

Supervisors and Managers are responsible for:

- Determining and communicating blackout periods
- Scheduling vacation periods
- Responding to on-line vacation requests in a timely manner
- Facilitating the ability of employees to take vacation
- Approving reasonable requests subject to operational requirements and the provisions of the collective agreements or terms and conditions of employment
- Ensuring vacation entries are correct
- Monitor vacation balances through PeopleSoft manager self-service, NOVAtime, and quarterly vacation balance reports to ensure that at no time do their reporting employees have more than the equivalent of one year's vacation entitlement or have a negative balance

Employees and Supervisors are jointly responsible for:

- Ensuring that vacation is scheduled in such a way that there is balance between the demands of the workplace and the needs of the employee

People Services is responsible for:

- Provide Division Heads with quarterly vacation balance reports that identify employees with excessive vacation
- Advising supervisors and managers when an employee is in a negative balance

**2. Vacation Accruals:**

- Permanent and Term Employees accrue vacation monthly
- Approved vacation can be taken as it is earned
- An employee's vacation entitlement is subject to the employee group (designation) they belong to (i.e. AUPE, Faculty, Out-of-Scope, etc.)

**3. Carryover of Vacation Accruals:**

- When an employee is identified as having an excessive vacation balance, the manager should meet with the employee to schedule vacation to be taken
- No employee will have more than the equivalent of one year's vacation balance at any one time except under rare circumstances approved by their respective executive head. If this is the case, an employee should complete the [Excess Vacation Accrual Carry-Over Request Form](#).
- At no time can an employee have a negative vacation balance unless authorized by an Executive Head
- Normally, employees will not be paid for unused vacation except upon termination of employment. Where it is determined that vacation will be paid out, approval is required by the employee's respective executive head, and the Vice-President, Corporate Services & Finance.

**4. Scheduling of Vacation**

- Once a year, the division manager will request employees to schedule their vacation periods
- Employees will submit an on-line vacation request through the NOVAtime Time and Labour reporting tool
- Vacation will normally be taken in weekly intervals unless the employee requests to take their vacation in shorter periods but in no less than ½ day periods
- Employees must take earned vacation prior to approval of a leave without pay
- Every effort will be made to accommodate employee preferences for the scheduling of vacation time but managers may schedule employees for vacation time to ensure the provision of services/programs
- If an employee is carrying unapproved excessive vacation and a schedule cannot be agreed upon, managers may schedule employees for vacation time to reduce the college's liability

**5. Changing Vacations Scheduled**

- Once vacation is scheduled, employees will not be allowed to change their booked time except:
  - By the manager if there is an operational emergency, or
  - By mutual agreement

**6. Illness while on Vacation**

- An employee on vacation leave may not change their vacation days to illness, special, or personal emergency leave; except:

- o If an employee is hospitalized while on vacation because of an illness or accident. The employee may be eligible for short-term illness for the period of hospitalization, providing the employee provides a medical certificate confirming the period of hospitalization. In these circumstances, the employee is not required to use vacation days for the absence.

**7. Vacation Payout**

- Unused vacation will be paid to an employee that terminates
- An employee approved for Long Term Disability (LTD) may request a payout of unused vacation. After two years on LTD any remaining unused vacation will be paid to the employee

**Definitions:**

**Negative Vacation Balance:** happens when employees take vacation not earned/accrued yet.

**Operational Emergency:** means an unanticipated, urgent event of pressing necessity requiring the presence of the employee.

**Vacation Accrual:** the amount of annual vacation the employee earns defined by the collective agreement or terms and conditions of employment.

**Related NorQuest College Information:**

- [Attendance Management Policy](#)
- [AUPE Collective Agreement](#)
- [Excess Vacation Accrual Carry-Over Request Form](#)
- [Faculty Collective Agreement](#)
- [Management Terms and Conditions](#)
- [Out of Scope Employees Terms and Conditions](#)

**Related External Information:**

N/A

**Next Review Date:**

June 2023

**Revision History:**

January 2012: new  
 August 2013: update for document links and branding  
 November 2014: update for change in procedure owner and document links  
 June 2015: update for online vacation request  
 September 2015: update document links  
 August 2019: Compliance Office template & reorganization update  
 May 2020: update for new titles and new time reporting tool