



Policy:	O-5.3
Approved By:	College Executive Team
Approval Date:	May 28, 2002
Amendment Date:	
Policy Holder:	Exec. Dir. Human Resources

VACATION SCHEDULING

Purpose / Rationale

The purpose of these principles is to guide the approval of vacation scheduling for all college employees; to ensure employees take their entitled vacation; and to limit the liability to the College for accrued vacation.

Scope / Limits

This policy will not interfere with the rights and obligations specified in current Collective Agreements or Terms and Conditions of Employment.

Principles

1. Annual vacation accommodates employee rest and renewal.
2. Whenever possible, vacations will be scheduled at mutually agreeable times. Responsibility for scheduling vacation rests with management who will strive to meet the needs of individual employees and their work units. All vacation will be recorded.
3. In establishing a vacation schedule consideration must be given to minimizing the impact on students, minimizing the impact on the provision of services and minimizing replacement costs. Vacation will not normally be approved during periods of peak activity within an area, or at times that unduly interfere with the provision of programs and services.
4. Normally the college will not approve vacation periods of less than one-half day.
5. Vacation carry-over will be kept to a minimum. Requests for carry-over must be made in writing and will only be considered for special circumstances. The request must be accompanied with a plan for use of carry-over vacation plus new vacation entitlement for the next year.
6. Vacation time will only be converted to sick time in the event an employee requires hospitalization or is seriously ill, and will require medical proof. Additional limits are defined in collective agreements.

A. Establishing the Vacation Schedule

Annual vacation plans will be established by the appropriate authority (dean/director/vice president, president or their designate) and usage will be reported to Human Resources (HR) on a monthly basis after the employee has taken the vacation.

1. Role of Employees

- a) Submit a vacation request following the process and within the timelines defined by the unit.
- b) Submit a formal (written) request for any changes to the approved vacation plan prior to any vacation adjustment, for consideration for approval by the appropriate authority.
- c) Keep track of own vacation allotment and utilization.

2. Role of the Office of the Dean, Director, Vice President or President

- a) Ensure the vacation schedule in a manner consistent with the *Principles for Vacation Scheduling*.
- b) Approve the vacation schedule for their unit.
- c) Respond to questions related to the schedule.

B. REPORTING VACATION

1. Role of the Office of the Dean, Director, Vice President or President

- a) Report vacation taken to Human Resources (HR) on a monthly basis.
- b) Act as the liaison with HR regarding any discrepancies in the report.
- c) Receive and respond to questions by individual employees related to the report.

2. Role of Human Resources (HR)

- a) Develop vacation reports two (2) times a year for each employee group:
 - i) the first report will identify the employee entitlement and approved carryover;
 - ii) the second report will identify employee usage.
- b) Distributed to the schools/departments/divisions as follows:

CUPE	Vac. Yr. Jan 1 – Dec 31	Entitlement & Carry-over: (Feb)	Usage report: (Oct)
CCFA	Vac. Yr. Sep 1 – Aug 31	Entitlement & Carry-over: (Sept)	Usage report: (April)
BCGEU	Vac. Yr. Sep 1 – Aug 31	Entitlement & Carry-over: (Sept)	Usage report: (April)
Exempt	Vac. Yr. Jan 1 – Dec 31	Entitlement & Carry-over: (Feb)	Usage report: (Sept)

C. VACATION CARRY-OVER

Entitlement to vacation carry-over is defined in the collective agreements for each employee group.

1. Role of Employee

- a) Make a request for vacation carry-over, in writing, to the appropriate authority.
- b) If requesting carry-over, the request must include reasons for the request and be accompanied by a plan for use of carry-over vacation plus new vacation entitlement for the next year.

2. Role of the Office of the Dean, Director, Vice President or President

- a) Evaluate the impact of the carry-over prior to approval.
- b) Confirm in writing support of, or denial of the vacation carry-over request.
- c) Record and report approved carry-over to Human Resources.

D. CONVERSION OF VACATION TO SICK LEAVE

Application for conversion will be considered by the *appropriate authority* (dean/director/vice president or president) and if approved will be reported to Human Resources. Vacation leave cannot be converted to “family illness” leave.

E. COLLECTIVE AGREEMENT REFERENCES

BCGEU Collective Agreement Article 8.1

CCFA Collective Agreement Article 8.01

CUPE Collective Agreement Article 20.02