

## Administrative Employees – Vacation Procedure

### Background

Administrative employees receive their respective entitlement of accrued vacation each July 1<sup>st</sup>. This vacation entitlement is for use during the upcoming vacation year of July 1<sup>st</sup> to June 30<sup>th</sup>.

The College recognizes that vacation is a benefit extended to all full-time employees to allow personal time to rest and rejuvenate, and the College encourages its use. It is also the responsibility of all Administrators, and their supervisors, to schedule and use vacation.

According to the publication **Benefits Canada** some of the many ways in which taking a vacation can benefit our health:

- It relieves stress
- It refreshes our perspective
- It boosts mental capacity
- It supports better physical health
- It can strengthen family ties
- It reminds you to enjoy life

The College expects Administrators to manage their vacation balance according to the limits set out in this procedure.

### Vacation Scheduling and Use

Fleming College allows a maximum carryover of 25 days at each June 30<sup>th</sup>. Human Resources completes an audit each July to identify any vacation day balances that exceed the 25-day limit. Any vacation day balances that exceed 25 days at June 30<sup>th</sup>, are adjusted to remove the excess days. These days are not eligible for use at a later date nor is there any cash value calculated or paid. In other words, unused vacation in excess of 25 days will not be paid out.

To illustrate an example of an administrator who had a balance of 29 days at June 30<sup>th</sup>, and receives 30 days on July 1<sup>st</sup>:

Carryover June 30 <sup>th</sup> :	29 days
Entitlement July 1 <sup>st</sup> :	30 days
Balance July 1 <sup>st</sup> :	59 days

In this example, the employee has 4 excess vacation days (29 days – 25 days), at June 30<sup>th</sup>. These 4 days will be removed from the balance and they are not eligible for use at a later date nor is there any cash value calculated or paid.

Please work with your supervisor and consider operations in scheduling your vacation.

People on approved leave of absence will not have their carryover balance adjusted in July and will be expected to reduce their balance by the following June 30<sup>th</sup>.

Please contact the Benefits Administrator with any questions.