

Employee F.A.Q: Academic Vacation

1. How many vacation days do academic employees get each year?

Full-time academic employees get a two-month block (or 43 days) of vacation each year.

3. When do full-time academic employees take their vacation?

The College determines when employees take their two-month block of vacation. The typical vacation period is in July/August; however, some faculty have their vacation in May/June or at other times during the year. Each year the VP, Academic Experience advises employees of the start and end dates for the May/June and July/August vacation period. Supervisors of employees with other vacation periods are to advise their employees of the start and end dates of their vacation.

2. Are vacation days pro-rated in the first year for full-time employees who do not work the entire year?

Vacation days are not pro-rated (employees still get the full 43 days); however, the full-time employees receive a pro-rated salary for this two-month period.

4. How many vacation days do contract faculty (part-time, partial load, sessional) get each year?

Contract faculty do not get vacation time per the Collective Agreement; however, they do receive vacation pay as part of their hourly rate of pay.

5. How far in advance are full-time academic employees notified of when their vacation starts and ends each year?

The College must notify employees at least four weeks in advance of when their vacation is to begin.

6. Do vacation periods change from one year to the next for individual employees? For example, does a full-time academic employee have a July/August vacation one year and a May/June vacation the next year?

Although the Collective Agreement defines the typical vacation period as July/August and permits the College to schedule teachers to work in July/August on a consent or rotational basis, Fleming does not rotate academic employee's vacation. Vacation periods are set at the time of hire and typically do not change unless requested by the individual employee and approved by their supervisor.

8. Can a full-time academic employee take their vacation in less than a two-month block?

Yes, if requested in writing and approved by their supervisor.

10. Where is vacation recorded?

Full-time academic employees are expected to record vacation days taken in the MyAbsence system. Vacation days earned are reflected in the MyAbsence system on July 1 each year for the current academic year.

7. Can a full-time academic employee temporarily change their two-month block of vacation to a different time of year (for example, move from July/August to January/February?)

Yes, they can, subject to supervisory approval; however, full-time employees must have two-months of vacation each academic year (which runs from September 1 – August 31). They cannot move their two-months of vacation from one academic year to the next. The employee must sign a letter from Human Resources agreeing to the change and associated conditions.

9. Is vacation carry over allowed from one year to the next?

The Collective Agreement does not permit carry over of unused vacation from one year to the next. All vacation must be used by August 31, which is the end of the academic year. Carryover of vacation from one year to the next is subject to VP, Academic Experience approval and will only be considered for exceptional and unforeseen circumstances and when it is not possible for all 43 days of vacation to be used by August 31.

11. If approved to carry over vacation when does it have to be used by?

Approved carry over days must be used by May 31st in the following academic year.

13. Can a full-time academic employee permanently change their two-month block of vacation to a different time of year (for example, move from May/June to July/August?)

Yes, they can, subject to supervisory approval; however, the employee must have a two-month block of vacation each academic year (which runs from September 1 – August 31), so a transition must be carefully planned. The employee must sign a letter from Human Resources agreeing to the change and the associated conditions.

12. How does a full-time academic employee request to carry over vacation?

An Academic Vacation Carry Over Approval Form must be completed by the employee and supervisor and then submitted to the VP, Academic Experience.

14. If a full-time academic employee leaves the College (e.g. retirement, resignation, termination) part-way through the academic year do they get paid out for their vacation?

When a full-time employee leaves the College (e.g. retirement, resignation, termination), a reconciliation (referred to as a salary allocation) is completed to compare the salary that has been received by the employee in the academic year to date to any salary that may be owed to or need to be collected from the employee.