

Academic Vacation Carryover Approval Form

Employee Details			
Full Name:		EMPLID:	
Department:		Academic Year:	

As per article 15.01 of the Collective Agreement, full-time academic employees are entitled to a two-month block of vacation (43 days) each academic year (September 1 – August 31). Vacation periods are determined by the College and may vary from year to year.

In exceptional circumstances, academic employees may be unable to take all 43 days of vacation during their scheduled vacation period. If this applies, employees must work with their Chair/Supervisor before August 31 (the end of the academic year) to develop a plan to use the remaining days at an alternate time.

Vacation carryover may be permitted only in exceptional and unforeseen circumstances when work has been assigned by the Chair/Supervisor. Such carryover must be approved by the EVP, Academic Experience or AVP, Student Experience, and any approved days must be used by May 31 of the following academic year.

Dates of Work	Description of Work	Chair/Supervisor Assigned
Total Requested Carryover Vacation Days:		

Employee Signature:		Date:	
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To be Completed by Supervisor			
Approved			
Denied			
Supervisor Signature:		Date	
To be Completed by EVP, Academic Experience or AVP, Student Experience			
Approved			
Denied			
E/AVP Signature:		Date	

This form must be routed as follows: Employee > Chair/Supervisor > E/AVP > benefits@flemingcollege.ca