

Academic Vacation Carryover Approval Form

As per article 15.01, full-time academic employees shall be 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 will vary from year to year.

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

Carryover vacation may be permitted for exceptional and unforeseen circumstances when work has been assigned by your Chair/Supervisor. This must be approved by the VP, Academic Experience, the VP, Student Experience, or the VP, Research & Innovation. Approved carryover days must be used by May 31 of the following academic year.

Employee Name: _____ Employee Number: _____

School/Department: _____ Academic Year: _____

Dates of Work	Description of Work	Chair/Supervisor Assigned?

Total Number of Requested Days of Carryover Vacation: _____

Employee Signature: _____ Date: _____

TO BE COMPLETED BY SUPERVISOR:

☐ Approved ☐ Denied

Supervisor Signature: _____ Date: _____

TO BE COMPLETED BY VP, ACADEMIC EXPERIENCE, VP, STUDENT EXPERIENCE, or the VP, RESEARCH & INNOVATION:

☐ Approved ☐ Denied

Supervisor Signature: _____ Date: _____