

VACATION PLANNING GUIDELINE

CUPE and Administrators

May 11, 2020

Purpose and Background

Langara College supports employees' work-life balance and strives to promote a healthy and safe work environment. One of the ways to support this goal is to ensure all employees utilize their allocated vacation annually, as per their Terms and Conditions and Collective Agreement. Scheduling of vacation should take into account the operations and needs of the department and is to be arranged, by agreement, between the employee and their leader.

Guidelines – General:

- Annual vacation is accrued and granted during the calendar year from January 1 to December 31.
- By March 31st of each year all vacation requests must be submitted in Workday for Manager approval: vacation planning should begin ideally in November of the preceding year.
- A maximum of 5 days may be held back for unplanned/emergent situations and must be booked by Sept 30th of each year.
- Leaders will ensure there is adequate coverage for the entire year and will approve or deny vacation requests based on operational requirements.
- Employees may request to change their vacation and a leader should assess and approve/not approve based on operational requirements and staffing availability.
- Employees with preapproved vacation cannot unilaterally cancel their vacation. Leaders are required to assess impact to operations.
- Employees can carry over a maximum possible carryover into the following year, as stated in the Terms of Agreement (Administrators) and Collective Agreement – also noted below.
- Any excess vacation balances over and above the carryover maximum as of December 31st, will be paid out.

Guidelines – Specific to Employee Group:

Administrators	CUPE
<ul style="list-style-type: none"> • Vacation must be taken by December 31st of the year in which it is earned. In exceptional circumstances, Administrators who are unable to take all of their accrued vacation due to significant operational needs may submit a special request to their immediate supervisor, to carry over unused vacation credits to be used in the year immediately following. 	<ul style="list-style-type: none"> • Employees with up to and including twenty (20) working days entitlement may carry over five (5) working days' vacation each year to a maximum of (20) working days. • Employees with more than twenty (20) working days entitlement may carry over ten (10) working days' vacation to the maximum of (20) working days. • Requests to carry over vacation shall not be unreasonably denied.

<ul style="list-style-type: none"> • At no time shall the carryover bank be in excess of the Administrator’s annual entitlement. • For Administrators with significant outstanding vacation, the College reserves the right to assign vacation days. 	<ul style="list-style-type: none"> • In special circumstances, an employee may carry over and accumulate vacation beyond the above limit with the approval of the appropriate Administrator.
<ul style="list-style-type: none"> • Bill 66: Effective January 1, 2003 the <i>Public Sector Employers Act</i> prohibits the banking, accumulation, carry forward, or payout of any unused vacation leave, beyond the year in which it is entitled to be taken. Unused vacation leave may be carried over to the year following when it was accumulated as per <i>carry forward provisions and must be used before the end of this following year.</i> 	

Leaders Responsibility: To ensure employees within your department are aware of their vacation entitlements and the department’s vacation approval practices, particularly regarding the amount of time the employee is entitled to accrue, any operationally driven periods where vacation is limited within the department, and the departmental process established to request vacation time. Vacation balances can be viewed within personal records in Workday and vacation requested are both requested and approved within the system.

If you have any questions, please contact your Human Resources Consultant.

Relevant Resources

- [Workday Login](#)
- [Administrator - Terms of Agreement](#)
- [CUPE Collective Agreement](#)