



Policy:	O-5.3
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Annual vacation plans will be established by the appropriate authority (dean/director/vice president, president or their designate) and usage will be reported to Human Resources (HR) on a monthly basis after the employee has taken the vacation.

1. Role of Employees

- a) Submit a vacation request following the process and within the timelines defined by the unit.
- b)

Entitlement to vacation carry-over is defined in the collective agreements for each employee group.

1. Role of Employee

- a) Make a request for vacation carry-over, in writing, to the appropriate authority.
- b) If requesting carry-over, the request must include reasons for the request and be accompanied by a plan for use of carry-over vacation plus new vacation entitlement for the next year.

2. Role of the Office of the Dean, Director, Vice President or President

- a) Evaluate the impact of the carry-over prior to approval.
- b) Confirm in writing support of, or denial of the vacation carry-over request.
- c) Record and report approved carry-over to Human Resources.

Application for conversion will be considered by the *appropriate authority* (dean/director/vice president or president) and if approved will be reported to Human Resources. Vacation leave cannot be converted to

BCGEU Collective Agreement Article 8.1

CCFA Collective Agreement Article 8.01

CUPE Collective Agreement Article 20.02