HUMBER POLYTECHNIC FULL-TIME ACADEMIC STAFF VACATION ACCRUAL

Updated April 2025

Full-time Academic Staff Vacation Accrual on the HRMS

Full-time Academic Staff Vacation Accrual on the HRMS – at a glance

The following are key consideration to note for the Full-time (FT) Academic Staff Vacation Accrual process

- Employees can **view their current accrued vacation balance** through the Human Resource Management System (HRMS). Approval of any vacation requests must be approved by the Manager and will be reviewed based on operational needs.

- Aligned with the terms outlined in the Academic Collective Agreement, employees who have completed one full academic year of service shall be entitled to a vacation of two months, expected to be taken in July and August; employees who have completed less than one full academic year of service shall be entitled to a two-month vacation period, which will be paid on a prorated basis. For tracking purposes, HRMS will **accrue the entitlement as set out in the collective agreement on a weekly basis in the form of one (1) vacation day accrued weekly to a maximum of 43 days** starting each academic year (September 1 until June 30).

- We understand that not all employee's schedules align with the vacation period of July and August as set out in the Academic Collective Agreement, these must be pre-approved by the Manager to utilize the annual designated two-month vacation period.

- Any employee who does not have enough vacation days accrued when submitting a vacation request, yet expect the overall time taken over the year to <u>not</u> exceed the annual entitlement, will need to discuss the request with their Manager for approval, prior to submitting the request. If approved, the Manager will need to consult with their HR Business Partner (HRBP) to process the request on the HRMS to be recorded accurately. Refer to the Vacation Balance FAQs section (slide 8) for additional information.

- Once vacation is taken, through the July and August vacation period, vacation balance within the HRMS will **reset to zero (0)**, at the beginning of each academic calendar year.

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How vacation accruals are calculated on the HRMS

Full-time Academic Staff Vacation Accrual Vacation Accrual on the HRMS - scenario

Let's look at a scenario for an employee who joined Humber on September 4, 2023, after the start of the new vacation year (September 1 – June 30).

Franco begins to work for Humber on September 4, 2023.

In this scenario, we will assume that Jay has <u>not used</u> any of his vacation days until the designated contiguous two (2) month vacation block.

HRMS Tracking of Vacation Accrual

Vacation **is** accrued on a weekly basis.

Start of the new vacation year		Halfway point of the vacation year		Start of the new vacation year
Day 1				

SEP 2023	SEP 2023	MAR 2024	JUN 2024	SEP 2024
4	15	4	28	2
Vacation Balance = 0	Vacation Balance = 2	Vacation Balance = 21.5	Vacation Balance = 43	Vacation Balance = 0*

Year 1
Vacation Entitlement = 43
Weekly Accrual Rate = 1

* Vacation balance resets to zero (0) at the beginning of the academic calendar year.

Full-time Academic Staff Vacation Accrual Vacation Accrual on the HRMS - scenario

Let's look at a scenario for an employee who joined Humber on September 4, 2023, after the start of the new vacation year (September 1 – June 30).
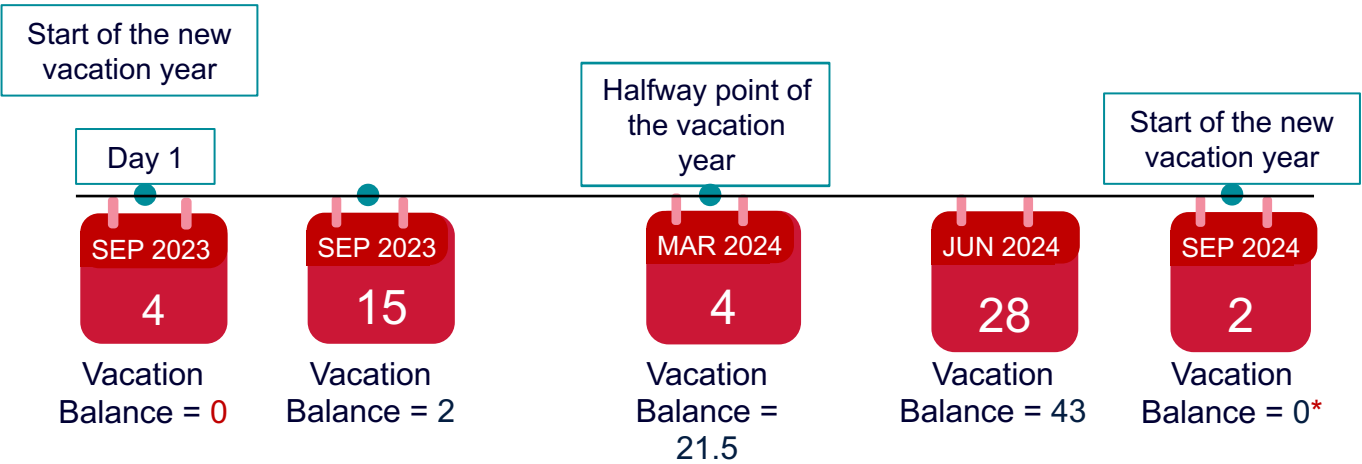
Kavitha begins to work for Humber on September 4, 2023.

In this scenario, we will assume that Kavitha has received approval to take 5 days of vacation during the academic year,

HRMS Tracking of Vacation Accrual

Vacation **is** accrued on a weekly basis.

Start of the new vacation year

Day 1

Halfway point of the vacation year

Start of the new vacation year

SEP 2023	SEP 2023	5 days of vacation used	MAR 2024	JUN 2024	SEP 2024
4	15		4	28	2
Vacation Balance = 0	Vacation Balance = 2		Vacation Balance = 16.5	Vacation Balance = 38	Vacation Balance = 0*

Year 1
Vacation Entitlement = 43
Weekly Accrual Rate = 1
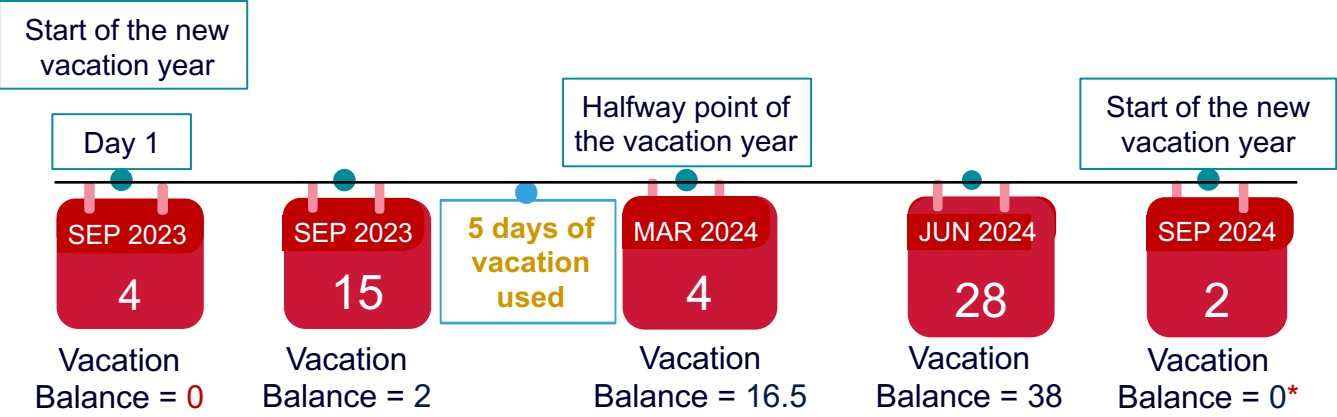
Vacation balance calculation

Vacation balance at the start of the vacation calendar year = 0

Vacation days accrued up until this point in time = 21.5

Vacation days used up until this point in time = 5

Current vacation balance = 0 + 21.5 - 5 = 16.5

* Vacation balance resets to zero (0) at the beginning of the academic calendar year.

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FREQUENTLY ASKED QUESTIONS (FAQs): VACATION BALANCE

How are the vacation days calculated on the HRMS?

Full-time Academic staff accrue one (1) vacation day every week beginning of a new academic calendar year that begins every September in any given year. The current balance reflected in the HRMS are vacation days accrued for the current vacation calendar year.

What is the process to request vacation and other absences within the HRMS?

Employees must request vacation and report absences through the HRMS, following existing departmental absence policies and practices communicated by their Manager, based on conditions outlined in the Academic Staff Collective Agreement. We recommend discussing this with your manager first before submitting the absence through the HRMS. It is important to submit the absence on the HRMS to ensure the employee's absence record is accurate for proper tracking. Managers will receive an email notification as well as notification through the HRMS bell icon for pending approvals. Once the approvals have been granted, the employee will receive the approval status of their request through the bell notification within the HRMS.

Absences can be entered ahead of time (e.g. scheduling a vacation or a surgery), or they can be entered after (e.g. entering a sick day after returning back from the leave).

Click here to learn how to submit an absence request.

When and how can an employee view their current vacation balance from within the HRMS?

Vacation balances are up to date on the HRMS, and employees can check their current vacation balances and accruals by following the steps outlined on the HRMS Knowledge Base (KB) – Check Balances and Accruals.

Can an employee forecast their future vacation balance from within the HRMS?

Yes, employees are able to forecast their future vacation balances through the HRMS. Visit Forecast Future Vacation Balances to learn how.

Where can employees find more information on how to perform an absence related action within the HRMS?

Information on how to perform an absence related action can be found on the HRMS KB - *Employee > Absence* learning path.

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FREQUENTLY ASKED QUESTIONS (FAQs): VACATION BALANCE

Where can managers find more information on how to manage absence(s) for their team within the HRMS?

Information on how to perform an absence related action for Managers can be found on the HRMS KB - *Manager -> Manage Absence for My Team* learning path.

How can employees get support for any discrepancies on their absence balance (sick or vacation day(s))?

Employees can get support on their absence(s) for any discrepancies on their absence balance through one of the following methods:

1) If the discrepancy is regarding an underline incorrect absence entry (i.e. a vacation day was entered as a sick day), the employee must coordinate with their Manager to correct this. If the Manager is unsure how to do this, they can contact the HR Support Centre for assistance.

2) If the discrepancy is regarding their accrual rate or vacation balance, the employee must contact the HR Support Centre to investigate and correct it.

Absence days submitted outside the two-month summer vacation period of July and August; how can academic employees submit a vacation absence request?

To submit a vacation absence request outside the designated two-month summer vacation period of July and August, please follow the steps outlined in Submit an Absence request. Once the absence request has been approved, you will receive a notification through the HRMS.

Note: Taking an absence(s) outside the designated two-month summer vacation period will reduce your available vacation balance during those months (July-August).

What if I don't have enough days in my vacation balance in HRMS to submit a vacation request?

It is recommended that vacation be taken after it the time has been accrued. However, we recognize that unique situations may arise where your Manager should consult with their HR Business Partner (HRBP) to review the circumstance before the time has accrued. If your Manager approves you taking the vacation day(s) before the time has been accrued, your Manager will need to work with their HRBP to process the absence in the HRMS. To identify the HRBP supporting your department please visit the People(s) & Culture Service Delivery PODs.

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If you have any questions or require assistance, please contact the HR Support Centre.

To contact your respective department representative please view the People(s) & Culture Service Delivery PODs.

Should have any questions regarding this document, please email us at oe@humber.ca.

Updated: April 2025