

HUMBER POLYTECHNIC FULL-TIME ADMIN STAFF VACATION ACCRUAL

Updated April 2025



Full-time ADMIN Staff Vacation Accrual on the HRMS

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

The following are key considerations to note for the Full-time (FT) Admin 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.
 - Employees **accrue (earn) vacation days on a bi-weekly basis**, in accordance with the Terms and Conditions of Employment.
 - Employees may **carry-over a maximum of fifteen (15) accrued vacation days** above their annual entitlement to the subsequent vacation year.
 - Used accrued vacation days will be paid out to an employee as a lump sum payment upon termination of employment to a maximum of ten (10) week's salary, exceptions may be agreed on a case-by-case basis. Vacation pay is subject to statutory deductions as required by law.
- Any **days in excess** of the allowed 15 days carry-over **will be automatically forfeited/eliminated** from the vacation bank on September 1. Carry-over in excess of fifteen (15) days above an employee's annual entitlement may be permitted under extenuating circumstances or based on an exception allowance. Refer to the FAQs section for complete information on the vacation carry-over exception policy.
 - At the start of the new vacation calendar year, employees will have a maximum of fifteen (15) accrued carry-over days above their annual entitlement and they will start to accrue additional days, for each day moving forward, based on their annual entitlement.

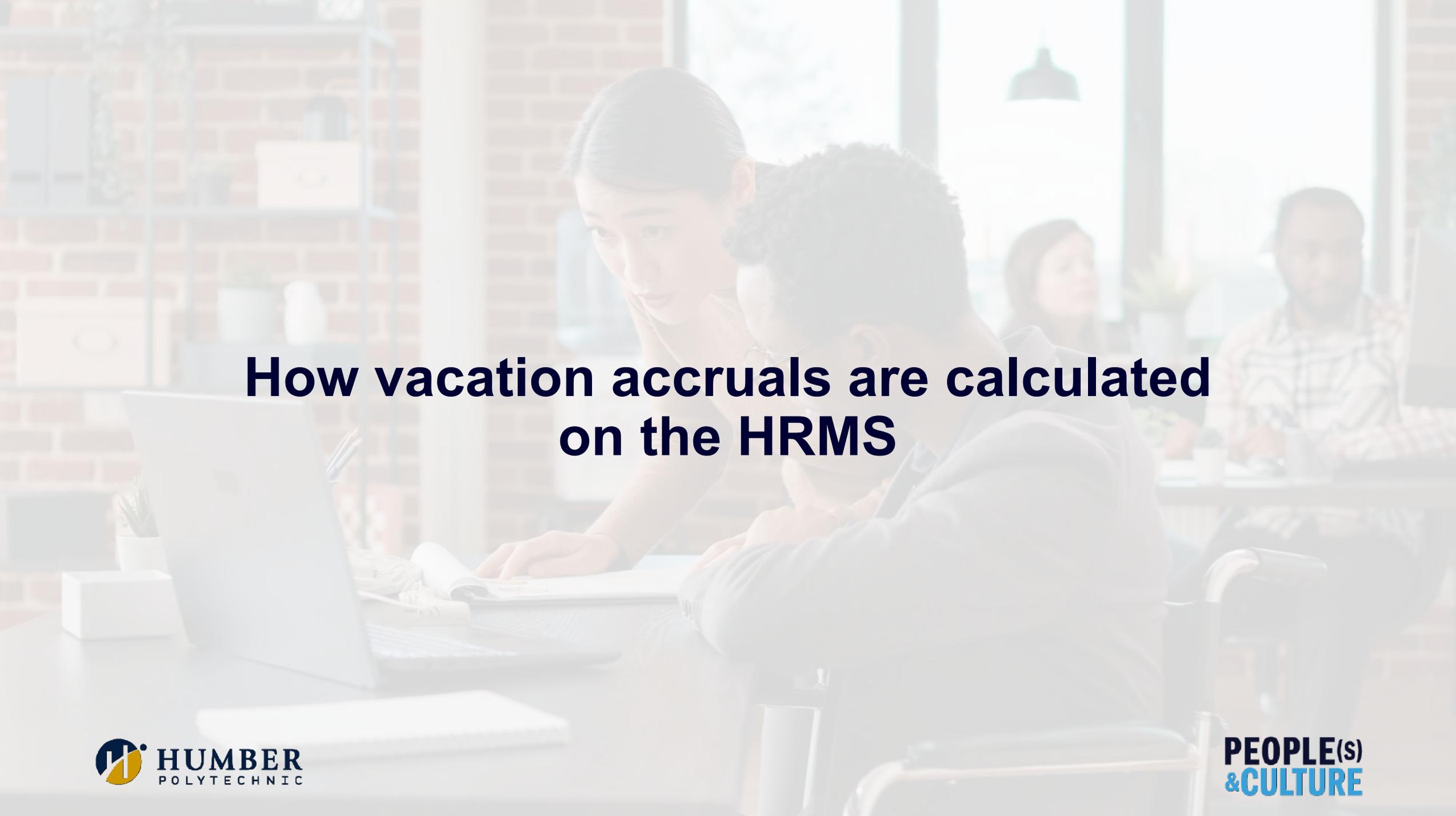
Refer to the [Administrative Staff Vacation Policy](#) for complete details.

Full-time Admin Staff Vacation Accrual on the HRMS – vacation entitlement

Full-time Administrative staff accrue vacation from September 1 to August 31 in accordance with the Terms and Conditions of Employment. Vacation days are earned on a bi-weekly basis and generally should be earned before taken. Full-time Administrative staff earn twenty-two days (22 days) of vacation, pro-rated over their first year of service, earning an additional day each year of service to a maximum of thirty days (30 days) after 8 years of service.

Accruals are calculated based on an employee's annual vacation entitlement. For example, an employee entitled to 22 vacation days annually will start accruing at a rate of 22 days over the year's 26 pay periods or 0.846 days per pay period ($22 \div 26$).

Years of Service	Vacation Entitlement	Bi-weekly Accrual Rate
1	22	0.846
2	23	0.885
3	24	0.923
4	25	0.962
5	26	1.000
6	27	1.038
7	28	1.077
8	29	1.115
9+	30	1.154



How vacation accruals are calculated on the HRMS

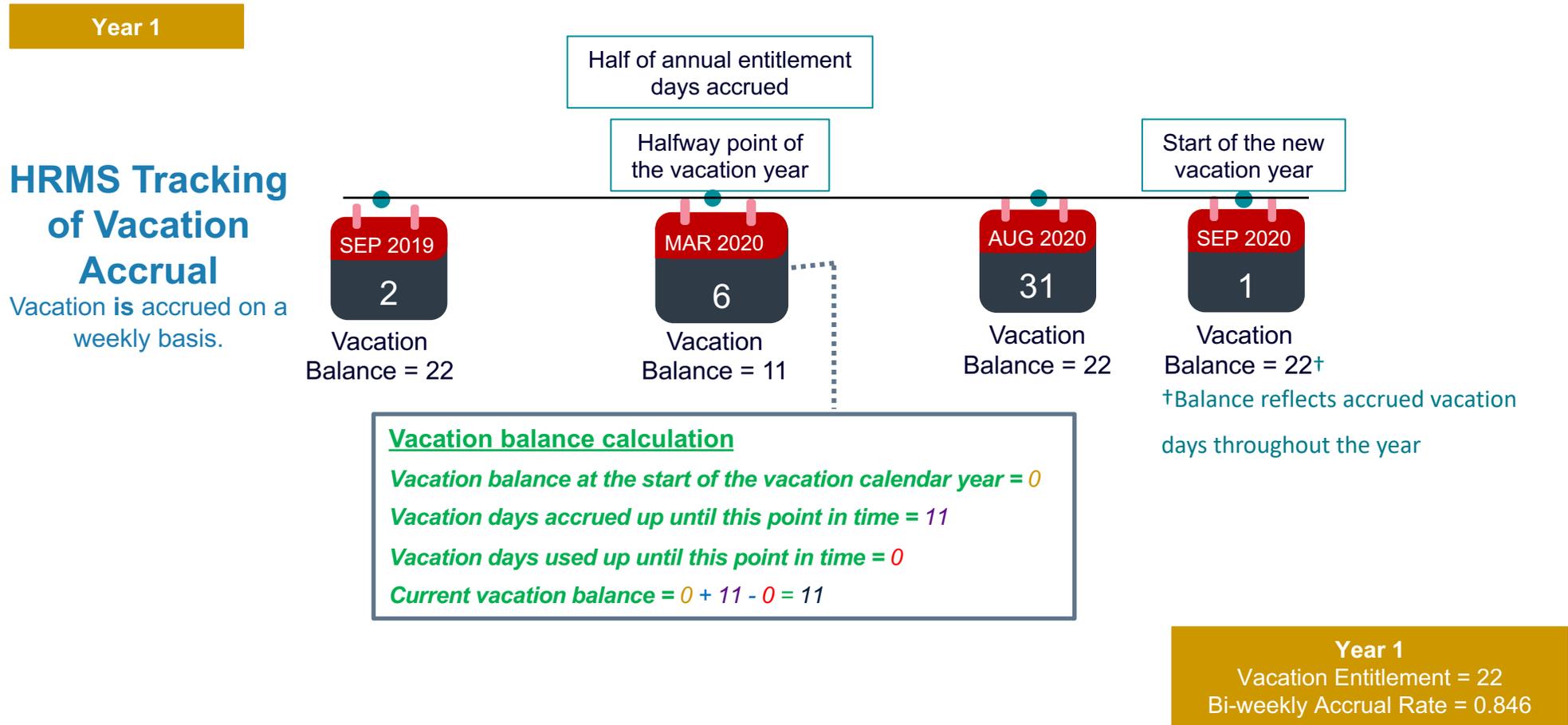
Full-time Admin Staff Vacation Accrual Vacation Accrual on the HRMS - scenario

Let's look at a scenario for an employee who joined Humber on September 2, 2019, after the start of the new vacation year (September 1 – August 31)



Zainab started her new job at Humber on September 2, 2019, and is entitled to earn 22 vacation days during her first year.

In this scenario, she chooses not to use any of her vacation days during her first year, 15 vacation days during her second year and 10 vacation days during her third year of work.



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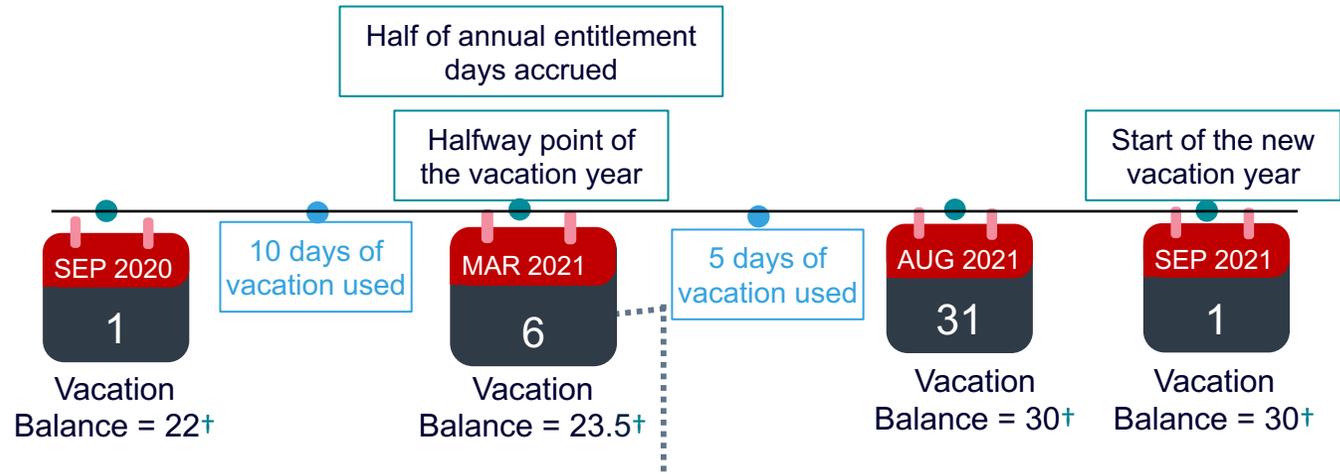
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Year 2

HRMS Tracking of Vacation Accrual

Vacation is accrued on a weekly basis.



Vacation balance calculation

- Vacation balance at the start of the vacation calendar year = 22
- Vacation days accrued up until this point in time = 11.5
- Vacation days used up until this point in time = 10
- Current vacation balance = 22 + 11.5 - 10 = 23.5

[†]Balance reflects accrued vacation days throughout the year

Year 2
Vacation Entitlement = 23
Bi-weekly Accrual Rate = 0.885

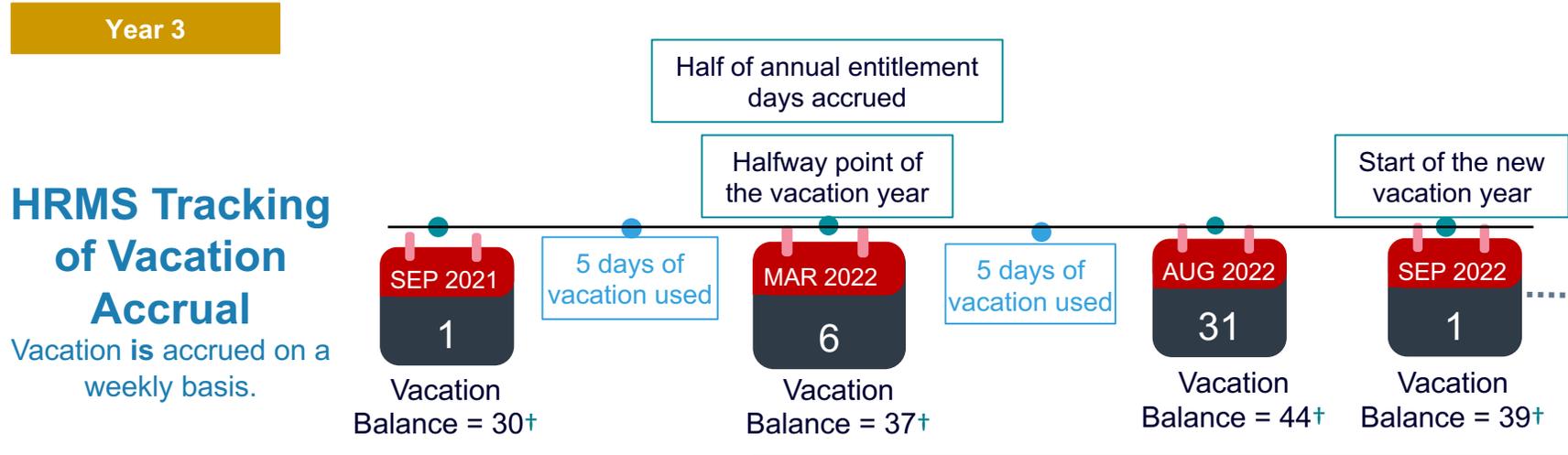
Full-time Admin Staff Vacation Accrual Vacation Accrual on the HRMS - scenario

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Year 3
Vacation Entitlement = 24
Bi-weekly Accrual Rate = 0.923

Vacation balance calculation

- Vacation balance at the end of the vacation calendar year (August 31st, 2022) = 44
- Vacation entitlement for the year = 24
- Remaining days eligible for carry-over = (44 - 24) = 20
- Maximum carry-over vacation days allowed over entitlement = 15
- Days over maximum carry-over limit = (20 - 15) = 5[‡]
- Vacation carry-over balance (annual entitlement + maximum 15 days) = 24 + 15 = 39

[†]Balance reflects accrued vacation days throughout the year

[‡] Any **unused vacation days** in excess of fifteen (15) days above an employee's annual entitlement will be forfeited/eliminated from the employee's vacation bank on September 1.

FREQUENTLY ASKED QUESTIONS (FAQs): VACATION BALANCE

How are vacation balances calculated within the HRMS?

Accrual of annual vacation entitlement:

Employees accrue vacation days every pay period (bi-weekly) during the year. Accruals are calculated based on an employee's annual vacation entitlement.

For example, an employee who was entitled to 22 vacation days annually started to accrue at a rate of 22 days over the year's 26 pay periods or 0.846 days per pay period ($22 \text{ days} \div 26 \text{ pay periods}$). Employees can only use their days in full or half-day increments.

Carryover/Forfeiture of Days

Full-time Admin Staff may carry-over a maximum of fifteen (15) vacation days above their annual entitlement to the subsequent vacation year. Any unused vacation days in excess of fifteen (15) days above their annual entitlement will be eliminated from the employee's vacation bank on September 1.

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

Employees must request and report their absences through the HRMS, following existing departmental absence policies and practices communicated by their Manager. We recommend discussing this with your Manager first before submitting through HRMS. It is important to submit the vacation request 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).

[Learn how to submit an absence request.](#)

FREQUENTLY ASKED QUESTIONS (FAQs): VACATION BALANCE

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](#).

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 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.*

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](#).

FREQUENTLY ASKED QUESTIONS (FAQs): VACATION

CARRY-OVER EXCEPTION

Are there any exceptions to the vacation carry-over policy?

Carry-over in excess of fifteen (15) days may be permitted in extenuating circumstances, subject to formal approval by the respective Vice President of the department and the Vice President of People(s), Culture and Organizational Excellence. An employee requesting to carry-over more than fifteen (15) days above their annual entitlement must submit this request, by completing the [Admin Carryover Request Form](#), to their Manager by June 1 of each year, outlining the reason for the exception request, as well as the plan to use the additional vacation. Upon approval for the request the decisions will be communication to the employee's Manager.

Vacation carry-over that does not require approval from the Vice-President when there is an excess of fifteen (15) days above the employee's annual entitlement without forfeiture, applies to an employee who has been on a maternity/parental leave or extended sick leave during the vacation year when the excess days accrued. Upon return to work the affected employee will be expected to create a vacation plan to utilize the accumulated vacation time and to discuss this with their Manager.

Any excess of fifteen (15) days above the employee's annual entitlement in future vacation years will be subject to the Vacation Policy and not considered an allowable exception.

Does an employee need to complete an exception vacation carry-over form?

Yes, an employee will need to complete and submit the [Admin Carryover Request Form](#), by June 1 of each year. They will need to work with their Manager to complete this form, as it requires information such as; Vacation Carryover Details, Reason(s) for Carry-over Exception, Plan for Using Excess Carry-over Days and Manager's Recommendation/Comments.

Once this form has been completed and approved by the Manager, the Manager must obtain approval from the department's Vice-President. Once the approval has been obtained the form will need to be emailed to totalrewards@humber.ca for review and process the request.

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](#).

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.

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