

HUMBER POLYTECHNIC FULL-TIME SUPPORT STAFF VACATION ACCRUAL

Updated April 2025

Full-time Support Staff Vacation Accrual on the HRMS

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

The following are key considerations to note for the Full-time (FT) Support 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 outlined in the [Support Staff Collective Agreement](#).
 - Employees shall continue to indicate their preference, if any, as to vacation dates **by March 1st** of the current vacation year for the next vacation year (July 1 to June 30). Humber shall confirm or deny, in writing, such **vacation requests by March 15.** **
- Employees may **carry-over a maximum of three (3) weeks** of accrued vacation days to the immediately subsequent vacation year consistent with efficient staffing requirements and subject to agreement on scheduling of the carry-over week(s) in the following vacation year at a time satisfactory to the college. **
 - Any **days in excess** of the allowed carry-over days **will be forfeited/eliminated** from the vacation bank, unless otherwise agreed. *
 - At the start of the new vacation calendar year, employees may have a **maximum of three (3) weeks** of accrued carry-over vacation days and they will start to accrue additional days, for each day moving forward, based on their annual entitlement. The vacation calendar year starts on July 1st of each year and ends on June 30th of the following year.

**Carry-over in excess of three (3) weeks may be permitted based on conditions outlined in the collective agreement.*

***Refer to the [Support Staff Collective Agreement](#) for complete details.*



How vacation accruals are calculated on the HRMS

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

Let's look at a scenario for an employee who joined Humber on July 2, 2023, after the start of the new vacation year (July 1 – June 30)



Romeo started his new job at Humber on July 2, 2023, and is entitled to earn 15 vacation days during his first year.

In this scenario, he chooses not to use any of his vacation during his first year.

HRMS Tracking of Vacation Accrual

Denzel started his new job at Humber on July 2, 2023, and is entitled to earn 15 vacation days during his first year.

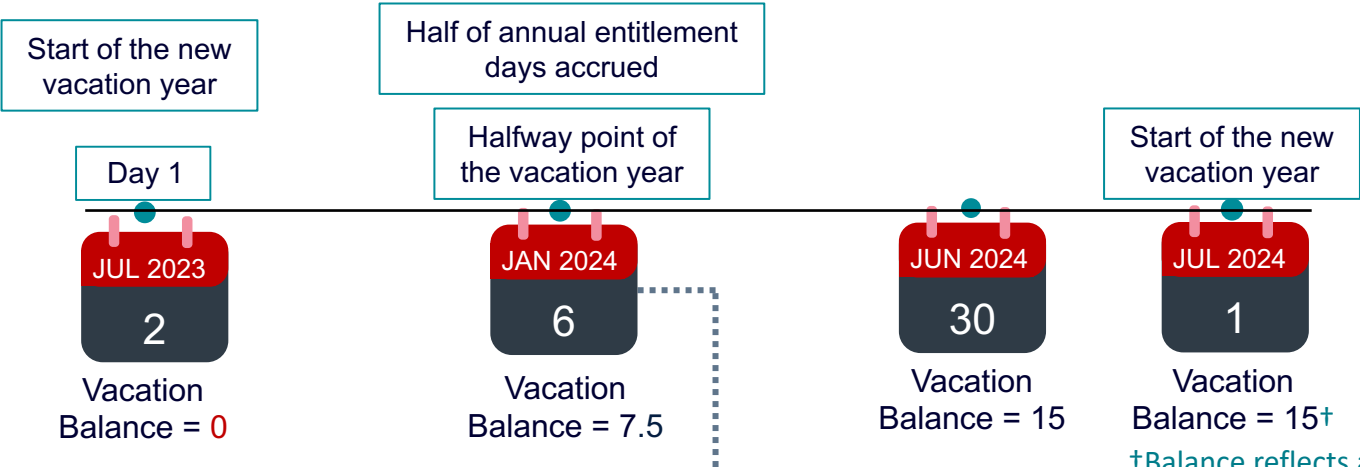
Vacation is accrued on a weekly basis.

In this scenario, he chooses not to use any of his vacation days during his first year.

Year 1

Vacation Entitlement = 15

Bi-weekly Accrual Rate = 0.577



Vacation balance calculation

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

Vacation days accrued up until this point in time = 7.5

Vacation days used up until this point in time = 0

Current vacation balance = 0 + 7.5 - 0 = 7.51

+Balance reflects accrued vacation days throughout the year

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 Support Staff may carry-over a maximum of three (3) weeks of vacation to the immediately subsequent vacation year. Any unused vacation days in excess of three (3) weeks will be eliminated from the employee's vacation bank on July 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, based on conditions outlined in the [Support Staff collective agreement](#). 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 PODs](#).

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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