HUMBER POLYTECHNIC FULL-TIME ACADEMIC STAFF VACATION ACCRUAL ON THE HRMS – SUMMARY DOCUMENT

Full-time Academic Staff Vacation Accrual on the HRMS

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

✓ Employees can **view their current accrued vacation balance** through the Human Resource Management System (HRMS). Approval of any vacation requests continue to remain with the manager and will be based on operational needs.

✓ Consistent with the terms outlined in the 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 be **accruing 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).

✓ Any other vacation scheduling arrangements that are currently in place that the manager deems appropriate are acceptable. We understand that not all employees schedules align with the vacation period of July and August as set out in the Collective Agreement, these employee therefore have other pre-approved vacation scheduling arrangements 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 not 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 work with their HRBP to manually override the system to allow the time to be recorded accurately in the HRMS. Refer to the FAQs section 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.

HUMBER
POLYTECHNIC

Refer to the Academic Staff Collective Agreement for complete details.

Scenario - 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 2nd after the start of the new vacation year (September 1 – June 30).
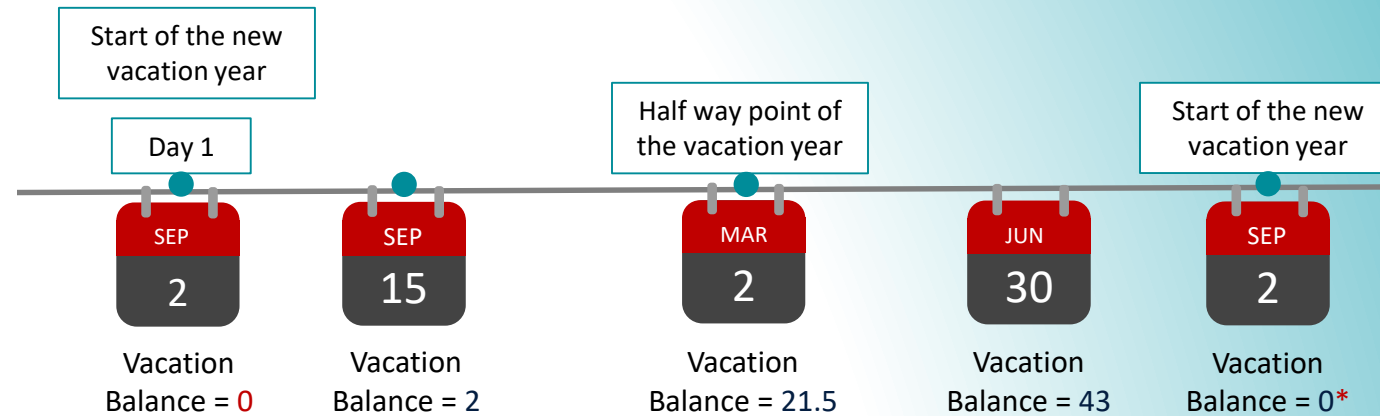
Jay begins working at Humber College on September 2nd.

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

Day 1

Half way point of the vacation year

Start of the new vacation year

SEP 2	SEP 15	MAR 2	JUN 30	SEP 2
Vacation Balance = 0	Vacation Balance = 2	Vacation Balance = 21.5	Vacation Balance = 43	Vacation Balance = 0*

Continues on next slide

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 2nd, after the start of the new vacation year (September 1 – June 30).

Jay begins working at Humber College on September 2nd.

In this scenario, we will assume that Jay 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

Half way point of the vacation year

Start of the new vacation year

SEP 2

Vacation Balance = 0

SEP 15

Vacation Balance = 2

5 days of vacation used

MAR 2

Vacation Balance = 16.5

JUN 30

Vacation Balance = 38

SEP 2

Vacation Balance = 0*

Year 2
Vacation Entitlement = 43
Weekly Accrual Rate = 1
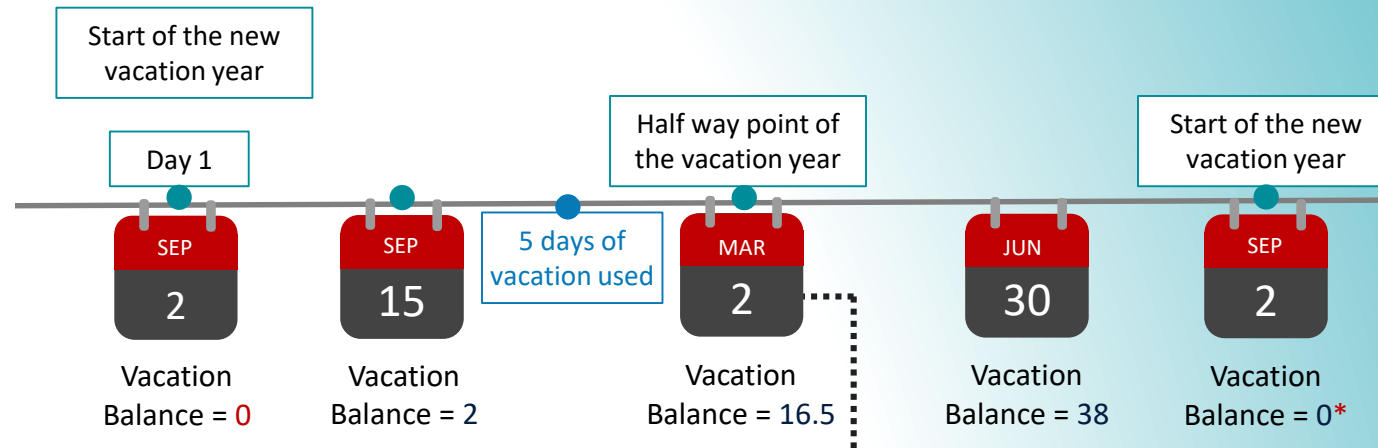
Vacation balance calculation

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.

Frequently Asked Questions (FAQs)

Frequently Asked Questions (FAQs)

Vacation Balance FAQs

How was the first balance shown on HRMS, calculated?
Full-time Academic staff started to accrue one (1) vacation day every week starting from September 2, 2019, at the beginning of the new academic calendar year. The current balance reflected in the HRMS is the result of vacation days accrued thus far for the current vacation calendar year.

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

Employees are expected to 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. An example may be that some managers wish employees to speak to the manager first before submitting through HRMS, other managers may be fine with submitting solely through HRMS. After following the departmental process, the employee must then formally request this absence through the HRMS 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 the fact (e.g. entering a sick day after returning back from the leave).

Follow the steps in the Submit an Absence Request HRMS Knowledge Base (KB) article to learn how to submit an absence request.

When and how can an employee view their current vacation balance from within the HRMS?
Employees can check their current vacation balances and accruals by following the steps outlined in the Check Balances and Accruals HRMS Knowledge Base (KB) article.

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. Follow the steps in the Forecast Future Vacation Balances HRMS Knowledge Base (KB) article to learn how to forecast your future vacation balances.

Frequently Asked Questions (FAQs) (Cont'd)

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 in the [Submit an Absence Request HRMS Knowledge Base(KB) article](#).

Where can managers find more information on how to manage absence for their team within the HRMS?
Information on how to perform an absence related action can be found in the [Manage Absence for My Team Learning Path on the HRMS Knowledge Base (KB)](#).

How can employees get support for any discrepancies on their absence balance (sick or vacation day)?
Employees can get support for any discrepancies on their absence balance through one of the following methods:

1. If the discrepancy is regarding an <u>incorrect day entry</u> (i.e. a vacation day was entered as a sick day), then the employee must work with their manager to correct this. If the manager is unsure how to do this, they should contact Human Resources for assistance.
2. If the discrepancy is regarding their <u>accrual rate</u> or <u>vacation balance</u>, then they must contact the HR Support Centre by calling (416) 675-5001.

Outside the two month summer vacation period of July and August for employees covered by the full time academic collective agreement, how can these 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 [the Submit an Absence Requesthis HRMS Knowledge Base (KB) article](#). Once the absence request has been approved, you will receive a notification through the HRMS.
Note: taking absence outside the designated two month summer vacation period will reduce your available vacation balance during those months.

What if I don't have enough days in my vacation balance in HRMS to submit a vacation request?
Normally, we would prefer vacation to be taken after it has been properly accrued. However, we recognize that unique situations may arise where your manager is supportive of you taking time before you have accrued it. If your manager approves you taking vacation before you have properly accrued it, your manager will need to work with their HRBP to manually override the system to allow the time to be recorded accurately in the HRMS. Review the [People(s) & Culture Service Delivery PODs](#) to identify your HRBP.

Thank You

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

HR Support Centre
Call us at 416.675.5001
Chat with us at humber.ca/hrchat
Submit an e-form at humber.ca/hrinquiry