



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



Full-time Administrative Staff Vacation Accrual on the HRMS

Full-time Administrative 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.
- ✓ Employees will **accrue (earn) vacation days on a bi-weekly basis**, starting from September 1 till August 31 (vacation calendar year), in accordance with the Terms and Conditions of Employment.
- ✓ Employees will continue to **carry-over a maximum of fifteen (15) accrued vacation days** above their annual entitlement to the subsequent vacation year.
- ✓ **Days in excess** of the allowed 15 day carry-over **will be automatically forfeited and 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.
- ✓ Unused accrued vacation days will be paid out to an employee as a lump sum payment upon termination of employment to a maximum of ten week's salary, exceptions may be agreed to on a case by case basis. Vacation pay is subject to statutory deductions as required by law.

Full-time Administrative 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 ÷ 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

Scenario – How vacation accruals are calculated on the HRMS

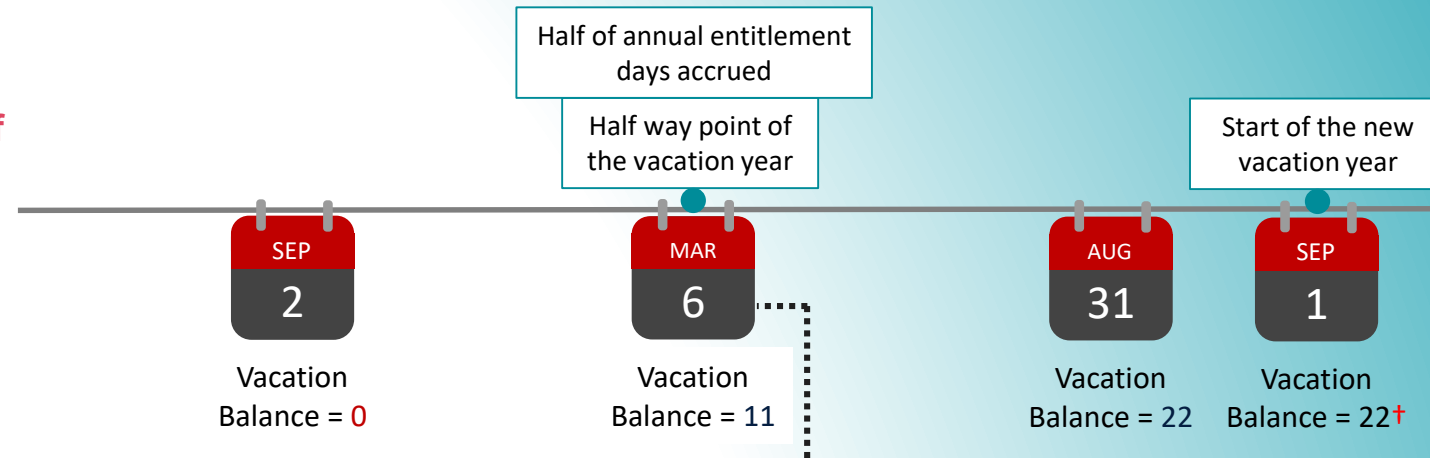
Full-time Administrative Staff Vacation Accrual on the HRMS – scenario

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 – August 31).



HRMS Tracking of Vacation Accrual

Vacation is accrued on a bi-weekly basis.



Vacation balance calculation

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

Vacation days accrued up until this point in time = 11

Vacation days used up until this point in time = 0

Current vacation balance = 0 + 11 - 0 = 11

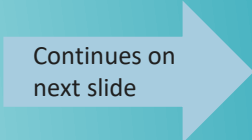
Zainab started her new job at Humber on September 2nd and is entitled to earn 22 vacation days during her first year.

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.

Year 1
 Vacation Entitlement = 22
 Bi-weekly Accrual Rate = 0.846

* Balance reflects annual vacation entitlement deposit at the end-of-the year for year 1.

† Balance reflects accrued vacation days throughout the year.



Full-time Administrative Staff 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 – August 31).

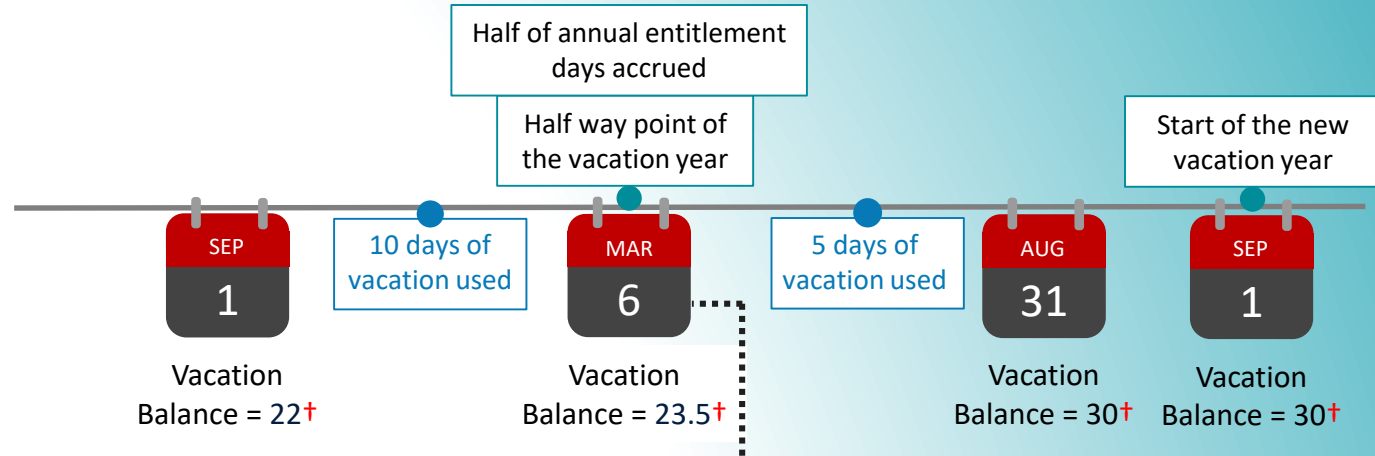


Zainab started her new job at Humber on September 2nd and is entitled to earn 22 vacation days during her first year.

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.

HRMS Tracking of Vacation Accrual

Vacation is accrued on a bi-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

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

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* Balance reflects annual entitlement deposit for year 2 plus maximum of 15 carry-over days.

† Balance reflects accrued vacation days plus maximum of 15 carry-over days above their annual entitlement.

Full-time Administrative Staff 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 – August 31).

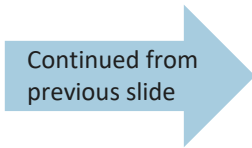
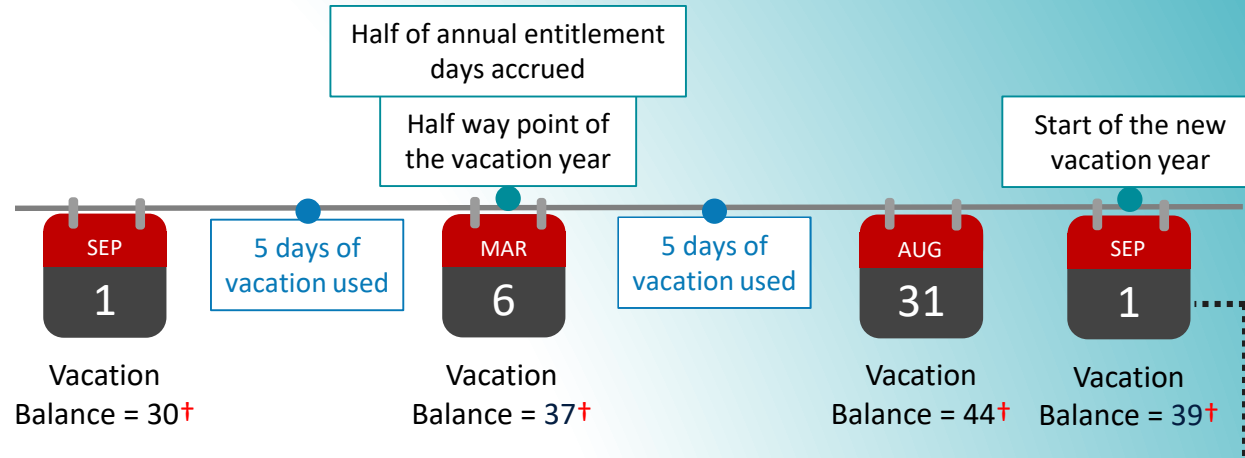


Zainab started her new job at Humber on September 2nd, and is entitled to earn 22 vacation days during her first year.

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.

HRMS Tracking of Vacation Accrual

Vacation is accrued on a bi-weekly basis.



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 annual entitlement deposit for year 3 plus maximum of 15 carry-over days.

† Balance reflects accrued vacation days plus maximum of 15 carry-over days above their annual entitlement.

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

Frequently Asked Questions (FAQs)

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Vacation Balance FAQs

How are an employee's current vacation balances calculated within the HRMS?

Accrual of annual vacation entitlement:

Employees accrue vacation days every pay period (bi-weekly) during the year and accruals are calculated based on an employee's annual vacation entitlement. For example, an employee who is entitled to 22 vacation days annually accrues at a rate of 22 days over the year's 26 pay periods or 0.846 days per pay period ($22 \text{ days} \div 26 \text{ pay periods}$). Seeing balances in decimals is common, however employees can only use their days in full or half-day increments.

Carryover/Forfeiture of Days

Full-time Administrative 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 are expected to request absences through the HRMS, following existing departmental absence policies and practices communicated by the manager. 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. 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 be able to receive 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.

Frequently Asked Questions (FAQs)

Vacation Balance FAQs (cont'd)

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.

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 question or discrepancy regarding 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 [incorrect day entry](#) (i.e. a vacation day was entered as a sick day), then the employee must work with their manager to fix this.
2. If the question is regarding their [accrual rate](#) or [vacation balance](#), then they must contact the [HR Support Centre](#) by calling (416) 675-5001.

Frequently Asked Questions (FAQs)

Vacation Carry-over Exception FAQs

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 Vice President of the employee and the Vice President of Human Resources. An employee requesting to carry-over more than fifteen (15) days above their annual entitlement must submit this request, by completing the Vacation Carryover Exception 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. The Manager will discuss the request with their Vice President, and submit a recommendation to Human Resources. After the final determination has been made, the Manager will provide a written response to the employee and maintain a record of the approved form within the department.

The only situations that do not require Vice President approval to carry over 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. To be clear, 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.

[Vacation Carryover Exception Form](#) can be found on the HR website.

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

Yes, an employee will need to complete and submit the [Vacation Carryover Exception Form](#) by June 1 of each year, which can be found on the HR website. 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 then sent the form to their department's Vice President for their approval, followed by sending the form to Manager of Compensation and Benefits in Human Resources, who will work with Vice President of Human Resources, for their final approval. After receiving approval from Vice President of Human Resources, the manager must then share the form with their employee.

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