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

Full-time Support Staff Vacation Accrual on the HRMS

Full-time Support 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**, in accordance with the Terms and Conditions outline in the Collective Agreement.

- ✓ Employees shall continue to indicate their preference, if any, as to vacation dates **no later than March 1** of the current vacation year for the next vacation year (July 1 to June 30). The College 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 and 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 1 each year and ends on June 30 of the following year.

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*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.

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

Full-time Support Staff accrue vacation from July 1 to June 30 in accordance with the Terms and Conditions of Collective Agreement. Vacation credits are earned on a bi-weekly basis and generally should be earned before taken. Full-time Support Staff earn fifteen (15) working days of vacation per year over the first six (6) years of service, earning additional days based on years of service and vacation entitlement outlined in the collective agreement.

Accruals are calculated based on an employee's annual vacation entitlement. For example, an employee entitled to 15 vacation days annually will start accruing at a rate of 15 days over the year's 26 pay periods or 0.577 days per pay period (15 ÷26).

Years of Service	Vacation Entitlement	Bi-weekly Accrual Rate
1-6	15	0.577
7	17	0.654
8	18	0.692
9	20	0.769
10	20	0.769
11	21	0.808
12	22	0.846
13	23	0.885

*For a complete list of vacation entitlement days based on years of service, refer to the Support Staff collective agreement.
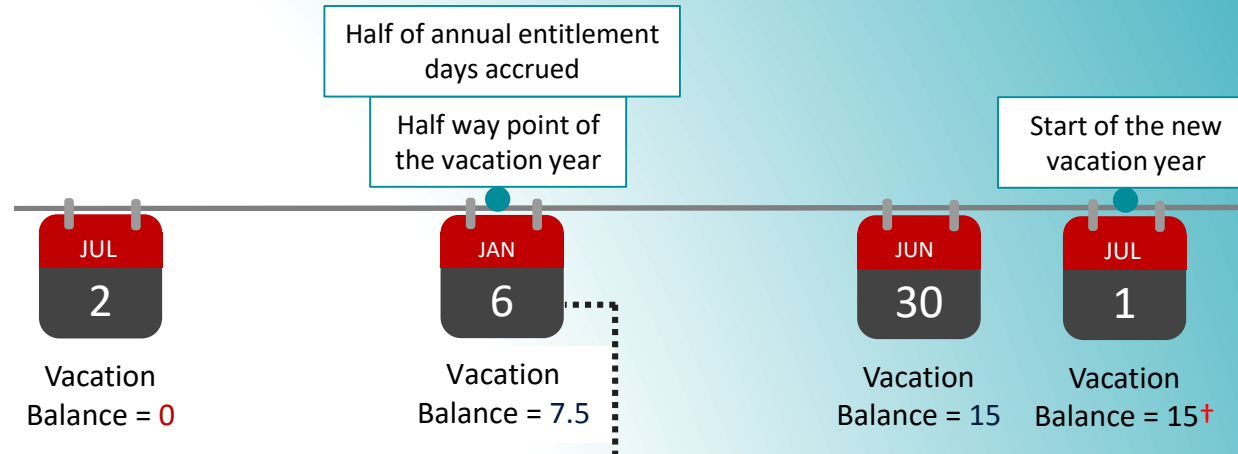
Scenario – How vacation accruals are calculated on the HRMS

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

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

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

In this scenario, she chooses <u>not to use</u> any of her vacation days during her first year.

HRMS Tracking of Vacation Accrual

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

Half of annual entitlement days accrued

Half way point of the vacation year

Start of the new vacation year

JUL
2

Vacation Balance = 0

JAN
6

Vacation Balance = 7.5

JUN
30

Vacation Balance = 15

JUL
1

Vacation Balance = 15†

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 = 7.5

Year 1
Vacation Entitlement = 15
Bi-weekly Accrual Rate = 0.577

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

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Frequently Asked Questions (FAQs)

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 days ÷ 26 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 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 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 outlined 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.

Vacation Balance FAQs

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 outlined in the [Forecast Future Vacation Balances HRMS Knowledge Base (KB) article](#) 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 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 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 incorrect day entry (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 accrual rate or vacation balance, then they must contact the [HR Support Centre](#) by calling (416) 675-5001.

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