

**Did You Know?**



## Helpful HR-related Information and Best Practices

This month's topics include important information about **employee vacation planning**.

**For future topic ideas, we would like to hear from you!**

If there is any general HR-related information that you think would be helpful for yourself and/or your colleagues, please email your suggestions to [oe@humber.ca](mailto:oe@humber.ca).

### Employee Vacation Planning Reminders

**Did you know that employees are encouraged to use their annual vacation entitlement?**

In keeping with our ongoing commitment to making the Humber Community a healthier place to live, work and learn, it is important that employees have time away from work to focus on their personal and individual responsibilities as well as to rest and recharge.

Employees and managers are responsible for ensuring employees are using their annual vacation entitlement and do not exceed the vacation carry-over limit. If an employee has vacation carry-over, the employee and their manager are responsible for developing a plan for the employee to use their vacation days.

#### ***Adherence to the 15-day Vacation Carry-Over Limit for Administrative Staff***

Administrative staff are expected to take all accrued (earned) vacation in accordance with the terms and conditions of employment.

- Administrative staff may carry-over a maximum of fifteen (15) vacation days above their annual entitlement to the subsequent vacation year (Sept 1 – Aug 31).
- Any unused vacation in excess of fifteen (15) days above their annual entitlement will be eliminated from the employee's vacation bank on September 1 each year.

Please refer to the [Administrative Staff Vacation Policy](#) for more details.

#### ***Vacation Carry-over Requests for Unionized Workers***

The vacation carry-over requirements and limits for unionized employees are covered within the respective [Collective Agreement](#).



**If you have any questions, please contact the [HR Support Centre](#).  
Tune in next month for more helpful HR-related information!**

