



Subject	VACATION SCHEDULING (formerly titled "7.01_(DRAFT) Vacation Scheduling")	
Procedure Section	10 Leaves	
No.	10.00	
Exempt Employment Policy References	Sr. Managers	Section 3 (Vacation)
	Administrative	Section 6.1(1) (Vacation)
	Excluded Support	Section D (Regular Appointment Benefits: Vacations)
Collective Agreement References	Faculty	Article 44 (Vacations)
	Vocational	Article 22 (Annual Vacation)
	Support	Article 42 (Vacations)
Forms & Other Reference Material	MyOkanagan > Employee > Administrative Functions > Employees (ELMS, Seniority, People Directory) > <u>My Leave Balances (ELMS)</u>	
Status of Approval	Approved 26-Nov-2013	Chris Rawson

PREAMBLE:

The following guidelines have been developed to describe the orderly scheduling of vacations, balancing the operational and educational needs of Okanagan College with the needs of employees.

PROCEDURE:

1. Vacation entitlement is determined in accordance with specific provisions of applicable employment policies and collective agreements.
2. All employees are required to submit request(s) for vacation to their designated supervisors through the on-line electronic leave management system (ELMS) available under the Employee tab in myOkanagan.
3. Once an employee's vacation has been approved, changes can only be made through agreement between the employee and the supervisor. Changes to vacation leave are also submitted as requests through ELMS.
4. Requests to carry over vacation from one year into the next-year must be submitted to the designated supervisor for approval through ELMS. The maximum number of unused vacation days that can be carried over is subject to the applicable employment policies and collective agreements.
5. In exceptional circumstances, the maximum number of carryover days may be exceeded. The Budget Manager will outline the circumstances with the appropriate Vice-President or President by email and, if the request is agreed to, email confirmation will be forwarded to the Human Resources Advisor. The employee shall then submit the request in ELMS for approval by the appropriate Budget Manager. The Human Resources Advisor will finalize the ELMS request and advise the union if applicable.

EXEMPT EMPLOYEES (Senior Managers, Administrators & Excluded Support):

1. The vacation year for eligible exempt employees is January 1 to December 31. Vacation accrual for eligible exempt employees starts from the first day of employment and vacation must be taken in the year in which it is earned (e.g. employees must use their full entitlement by December 31, exclusive of carry-over provisions).
2. Submission Deadlines:
 - (a) application for preferred vacation times are normally submitted for approval by March 31 in the current year.
 - (b) application for vacation carry-over must be made prior to October 31 of the current year.

FACULTY:

1. The vacation year for eligible faculty is July 1 to June 30. All accrued vacation is normally taken in the following year, exclusive of carryover provisions.
2. Submission Deadlines:
 - (a) application for vacation must be made by March 31 for preferred vacation period(s)
 - (c) application for vacation carry-over must be made prior to October 31 of the year in which the request is being made.

VOCATIONAL INSTRUCTORS:

1. The vacation year for eligible vocational instructors is January 1 to December 31. Vacation accrual for vocational instructors starts from the first day of employment and vacation must be taken in the year in which it is earned (e.g. employees must use their full entitlement by December 31, exclusive of carry-over provisions)
2. Submission Deadlines:
 - (a) vacation schedules posted by April 1
 - (b) employees who do not exercise their rights within two weeks of receiving the vacation schedule will not be entitled to exercise those rights in respect to any vacation time previously selected by an employee with less seniority.

SUPPORT STAFF:

1. The vacation year for support staff is January 1 to December 31. Vacation accrual for support staff starts from the first day of employment and vacation must be taken in the year in which it is earned (e.g. employees must use their full entitlement by December 31, exclusive of carry-over provisions)
2. Submission Deadlines:
 - (a) vacation schedules posted by April 1
 - (b) employees who do not exercise their rights within two weeks of receiving the vacation schedule will not be entitled to exercise those rights in respect to any vacation time previously selected by an employee with less seniority.
 - (c) application for vacation carry-over must be made prior to October 31 of the year in which the request is being made.