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|---|---|---|------------------|
| Policy Title: | Vacation and Vacation Pay | | |
| Category: | <input type="checkbox"/> Institutional - Board | <input type="checkbox"/> Academic - Administrative | |
| | <input type="checkbox"/> Institutional - Administrative | <input checked="" type="checkbox"/> Employment - Administrative | |
| Approved by: | <input type="checkbox"/> Board | <input checked="" type="checkbox"/> President | |
| Date approved: | April 12, 2022 | Effective date: | April 12, 2022 |
| Policy Sponsor: | Vice President, Administration & Finance | Date last reviewed: | April 12, 2022 |
| Date of Mandatory Review (expiry date) | April 2027 | Date of last revision of Procedures | January 28, 2021 |

1 POLICY

1. A minimum of two weeks' vacation time must be taken annually by all employees as required by legislation. Employees who do not take the legal minimum annual vacation requirement of two weeks, will be scheduled to take a two-week vacation at a time determined by their manager.
2. Save and except as provided by this Policy, employees may not request or receive pay in lieu of vacation time.
3. Vacation Entitlement - Vacation time is accrued on an anniversary month basis commencing from the date of hire. Vacation entitlements are based on classification and years of service (see 3a, b, c), up to a maximum allowable allotment. Maximums are calculated by multiplying the allotted entitlement by 1.5, however no maximums shall exceed 30 days.

a. Classification: Regular Full-time Administrative and Support

| Length of Service | Vacation Entitlement |
|-----------------------------------|--|
| Effective date of hire to 2 years | Accrual rate of .38 days per pay of continuous service – 10 days to a maximum accrual of 15 days (10 x 1.5). |
| 2 to 8 years | Accrual rate of .577 days per pay of continuous service – 15 days to a maximum accrual of 22.50 days (15 x 1.5). |
| 8 to 15 years | Accrual rate of .77 days per pay of continuous service – 20 days to a maximum accrual of 30 days (20 x 1.5). |
| 15 years or more | Accrual rate of .96 days per pay of continuous service – 25 days to a maximum accrual of 30 days. |

b. Classification: Regular Full-time Professional/Management

| Length of Service | Vacation Entitlement |
|-----------------------------------|--|
| Effective date of hire to 3 years | Accrual rate of .577 days per pay of continuous service – 15 days to a maximum accrual of 22.50 days (15 x 1.5). |
| 3 to 15 years | Accrual rate of .77 days per pay of continuous service – 20 days to a maximum accrual of 30 days (20 x 1.5). |
| 15 years or more | Accrual rate of .96 days per pay of continuous service – 25 days to a maximum accrual of 30 days. |

c. Classification: Full-time Executive

| Length of Service | Vacation Entitlement |
|------------------------------------|--|
| Effective date of hire to 15 years | Accrual rate of .77 days per pay of continuous service – 20 days to a maximum accrual of 30 days (20 x 1.5). |
| 15 years or more | Accrual rate of .96 days per pay of continuous service – 25 days to a maximum accrual of 30 days. |

Following the initial year of hire, vacation anniversaries fall on the first day of the month of hire.

4. **Regular part-time employees working a minimum of 21 hours per week** as agreed in their employment contract, will receive vacation entitlement on a pro rata basis according to the years of service and employment classification.
5. **Contract employees on an assignment of 12 months or more** will receive an accrual rate on the same basis as above according to the years of service and employment classification.
6. **Contract employees on assignment of less than 12 months, Casual, Student and Part-time employees working less than 21 hours per week** will be paid a percentage as per legislation (4%, or 6% after five years) on each pay as vacation pay in lieu of time off.
7. Subject to approval by the employee's manager, in consultation with the Human Resources Division, a maximum of one week of vacation may be granted in advance of the accrual of entitlement. Any additional time off requested in advance of such accrual may be granted under the Leaves policy.
8. **Discretionary Days**
In addition to the above vacation entitlement, CMCC provides up to five additional discretionary days per year to its employees. It grants time off work with pay to those employees who regularly work those days designated as discretionary.
 - a. CMCC reserves the right to determine when discretionary days are to be taken. These days are usually granted over to extend a statutory holiday.
 - b. The dates for the discretionary days are determined at the beginning of each year and may vary on an annual basis, as determined in the sole discretion of CMCC.
 - c. New employees will not be paid for discretionary days that fall during the first three months of employment.
 - d. Discretionary days cannot be carried forward and will not be compensated for if an employee leaves employment at CMCC.

2 PURPOSE

To specify vacation entitlements that are earned by employees, and ensure consistency in the calculation and payment of vacation pay.

3 SCOPE

All non-union employees. Vacation provisions for union employees are governed by the terms of the applicable Collective Agreement.

4 INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

CMCC understands the importance of personal time off for its employees. Eligible employees are encouraged to use their accrued paid vacation time for rest, relaxation, and personal pursuits. This policy explains the standards, guidelines, and procedures for paid time for eligible employees.

- *Ontario Employment Standards Act* and Regulations

5 RELATED POLICIES (not a comprehensive list)

- Employment Classifications
- Leaves
- Public Holidays

6 DEFINITIONS

N/A

New Policy Approved (date):

Policy Revision History (dates):

January 19, 2012

January 28, 2021

April 12, 2022

-----**END OF POLICY**-----

7 PROCEDURES

1. Managers are to review vacation requests, schedule, approve and monitor vacation time requested and taken.
2. Payroll is to ensure vacation pay is paid in a timely manner, consistent with the provisions of this policy.
3. Vacation Scheduling
Vacation time is to be requested by the employee via the online vacation and leave tracking system at least two weeks in advance of the vacation date, and approved by their manager. In exceptional circumstances when it was not reasonable to do so, an exception to this requirement may be made providing that the necessary documentation is received within one week after the vacation time off has been taken.
 - a. Vacation time off may be taken in no less than one-half day increments.
 - b. CMCC's operational requirements and the nature of the employee's responsibilities will be the determining factors in the approval of requests for vacation time off.
 - c. In the event the operation of a work unit may be impaired by scheduled vacations, the manager may limit the number of employees who can take vacation at the same time. In such cases, the manager, in their sole discretion, will approve vacations based on the operational needs of CMCC. Scheduling conflicts between two employees will be resolved according to the date of submission of request. In the event of simultaneous

vacation request submissions, a conflict will be resolved on the basis of length of service.

4. Holiday occurring during Vacation

When a recognized holiday occurs or is granted on a normal working day during an employee's vacation, the employee is entitled to a day to be taken on any normal working day in the same calendar year.

5. Illness during Vacation

In the event that an employee is hospitalized during vacation, the employee may request that the period of illness be restored to the employee's vacation accrual, provided the employee presents a physician's statement with regard to the length of time that the employee was ill.

Vacation accrual that is restored will be deducted from the employee's sick leave accrual. If there is insufficient sick leave accrual available to provide for the vacation period requested, the vacation accrual will not be restored.

6. Bereavement

Bereavement leave may be substituted for vacation when an employee provides documentation that they were bereaved, as defined under the Bereavement Leave section of the Leaves policy, during their scheduled vacation time.

7. Vacation Pay on Termination

An employee who ceases employment, for any reason, will receive vacation pay for vacation time accrued to the date of termination, but not yet taken.

8. Payment in Lieu of Vacation Time

Pay in lieu of vacation time requires the approval of the immediate manager and a member of the Executive Team and the President. No payment will be made in lieu of vacation time except where

- a. an employee ceases employment, or
- b. in those rare and exceptional cases where it is clear an employee cannot schedule the earned vacation entitlement within the authorized period. In such cases, payment in lieu of vacation may be made only for vacation entitlement in excess of two weeks.
- c. Rare and exceptional cases shall be determined in the sole discretion of the Executive Team and the President and shall be based solely on the circumstances of each case.

New Procedure Approved (date):

Procedure Revision History (dates):

January 19, 2012

January 28, 2021

8. Attachments

- Leave of Absence Request Form
- Time and Attendance Adjustment Form
- Vacation Advance Form

LEAVE OF ABSENCE (LOA) REQUEST FORM

(Attach supporting documentation as required with this form)

Employee Name: _____ Division: _____

Reports To: _____ Title: _____

Leave commences: _____ Leave ends: _____

Total # of days/weeks requested: _____

The following leaves are available to all employees including those who are not eligible for CMCC leave entitlements:

Unpaid LOA (up to 3 month)
(Attach supporting documentation and provide reasonable notification)

Jury Duty Leave
(Valid documentation required)

Family Medical Leave (unpaid, up to 28 weeks)
(Medical documentation issued by a qualified health care practitioner required)

The following legislated leaves are available to those not eligible for CMCC paid leave entitlements:
(May need to provide supporting documentation and reasonable notification)

Sick Leave (unpaid, up to 3 days)

Family Responsibility Leave (unpaid, up to 3 days)

Bereavement Leave (unpaid, up to 2 days)

Other Legislated Leaves:

 Employee Name (please print) Signature Date

 Division Director (please print) Signature Date

 Executive (please print) Signature Date

Time and Attendance Adjustment Form – Leaves

Please complete this form to withdraw previously entered Leave time (Vacation, Sick, Personal or Professional Days) that have already been processed by Payroll. **Processed entries** cannot be adjusted through HROnline and can only be corrected by Payroll Administration.

Employee's Name: _____

Employee's Division: _____

| Date | PayCode/Type | Increment (Full day or Half day) |
|-----------------------|-----------------|----------------------------------|
| <i>i.e., March 14</i> | <i>Vacation</i> | <i>1.00 Day</i> |
| <i>i.e., March 18</i> | <i>Sick</i> | <i>0.50 Day</i> |
| | | |
| | | |
| | | |
| | | |

Reason for Reversal Request:

Employee's Signature: _____

Date: _____

Supervisor's Authorization:

I confirm that the employee named above did not take the requested dates off, and I authorize a reversal of these dates to be processed by Payroll.

Supervisor's Name: _____

Supervisor's Signature: _____

Date: _____

For Payroll Use Only:

| Received: | Initials: | Processed: | Initials: |
|-----------|-----------|------------|-----------|
| | | | |

VACATION ADVANCE FORM

Name: _____ Date: _____

Work Schedule: _____ Division: _____

Vacation Advance Dates: _____ **Year of Vacation:** _____

| First Day of Vacation | | Last Day of Vacation | | Work Days Taken | | | | | | Total Days Requested |
|-----------------------|-----|----------------------|-----|-----------------|-----|-----|-----|-----|-----|----------------------|
| Month | Day | Month | Day | Mon | Tue | Wed | Thu | Fri | Sat | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

Calculation of Vacation Request:

| | |
|---|-------|
| Number of vacation days available: | _____ |
| Subtract number of vacation days in this request: | _____ |
| Number of vacation days remaining after this request: | _____ |

Please note: All vacation advance requests are to be approved by the Manager in consultation with Human Resources. A maximum of one (1) week of vacation may be granted in advance of the accrual of entitlement. Any additional time off requested in advance of such accrual may be granted under the Leave of Absence without Pay policy or other time off policies. **The employee agrees that if they leave CMCC before earning the advanced days taken, the employee authorizes CMCC to deduct any overpayment from their final pay. The employee also agrees to reimburse CMCC if any outstanding overpayment remains.**

Signature: _____ (Employee) Date: _____ (m/d/y)

Approved by: _____ (Manager) Date: _____ (m/d/y)

For HR Use Only

| Entered | Initial | Payroll | Initial |
|---------|---------|---------|---------|
| | | | |