



<b>Policy:</b>	<b>O-5.3</b>
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Annual vacation plans will be established by the appropriate authority (dean/director/vice president, president or their designate) and usage will be reported to Human Resources (HR) on a monthly basis after the employee has taken the vacation.

**1. Role of Employees**

- a) Submit a vacation request following the process and within the timelines defined by the unit.
- b)

Entitlement to vacation carry-over is defined in the collective agreements for each employee group.

**1. Role of Employee**

- a) Make a request for vacation carry-over, in writing, to the appropriate authority.
- b) If requesting carry-over, the request must include reasons for the request and be accompanied by a plan for use of carry-over vacation plus new vacation entitlement for the next year.

**2. Role of the Office of the Dean, Director, Vice President or President**

- a) Evaluate the impact of the carry-over prior to approval.
- b) Confirm in writing support of, or denial of the vacation carry-over request.
- c) Record and report approved carry-over to Human Resources.

Application for conversion will be considered by the *appropriate authority* (dean/director/vice president or president) and if approved will be reported to Human Resources. Vacation leave cannot be converted to

*BCGEU Collective Agreement Article 8.1*

*CCFA Collective Agreement Article 8.01*

*CUPE Collective Agreement Article 20.02*