
Vacation Leave

Policy Number:	4101
Key Process Area:	Employee Engagement & Culture
Owner:	Executive Director, People & Culture
Current Approved Date:	Mar 30, 2023

POLICY STATEMENT

New Brunswick Community College (NBCC) supports the wellbeing of its employees through the benefit of paid vacation days which are earned according to years of related work experience.

NBCC recognizes prior related work experience and will use this experience in the calculation of the number of vacation credits that are provided upon commencement.

PURPOSE

This policy describes how vacation credits are accumulated, how these credits can be used and the process for dealing with unused vacation credits.

SCOPE AND LIMITATIONS

This policy applies to Term and Regular non-union employees.

1.0 DEFINITIONS

Not applicable.

2.0 IMPLEMENTATION

2.1 Entitlement

Type of Employee	Vacation Entitlement
Regular or term full-time	Credits are accumulated on a monthly basis
Regular or term part time who work at least one third of normal hours	Credits are pro-rated based on hours worked
Casual employees with a minimum of 6 months of continuous service	Credits are calculated from the seventh month of employment

Vacation credits are based on continuous service and accumulate as follows:

- | | |
|---------------------|--------------|
| • less than 8 years | 15 days/year |
| • 8 to 20 years | 20 days/year |
| • 20 years or more | 25 days/year |

2.1.1 Accumulation when starting employment

- 2.1.1.1. Vacation leave credits are earned for the month if employee commences work in the first 10 working days of the month.
- 2.1.1.2. Vacation leave credits begin to accumulate the following month if the employee commences work after the first 10 working days of the month.

2.1.2 Exceptions

Vacation credits **do not accumulate** when an individual is on a leave of absence without pay or suspension for more than one-half the working days in a month.

2.2 Requesting Use of Vacation Leave Credits

Vacation leave credits are requested as follows for full-time employees. (Credits are applied on a **pro-rated basis** for part-time employees.)

Days Requested	Vacation Deducted
Full-day absences	1-day credit deducted for each
Absence of 1/2 day or less	½ day credit deducted for each
Absence of more than 1/2 day	Full day credit deducted for each

2.3 Guidelines for Approving Vacation Leave

- 2.3.1. New employees should not be granted more vacation than earned during the first six months of employment.
- 2.3.2. Vacation leave must be requested in advance. Approval by the manager is required and subject to operational requirements.
- 2.3.3. All vacation leave credits should normally be taken during the calendar year in which they are earned. (See "Carry-over of Vacation Credits" below.)

2.4 Carry-Over of Vacation Credits

- 2.4.1. Vacation credits, which are earned, may be carried over to the next calendar year with the approval of your manager. For 10 days or more of vacation carry over, approval will be the executive Director, People & Culture.
 - 2.4.1.1. The employee makes request through Employee Self Service (ESS) to carry over unused vacation credits to their manager.
 - 2.4.1.2. The manager, may or may not, approve vacation leave carry-over or will forward to Executive Director, People & Culture for approval of 10 days or more. An action plan on how these additional vacation days will be used is required.
 - 2.4.1.3. President and CEO *exclusively* may approve carry-over of vacation credits in excess of one year's earned credits.

2.5 Vacation Credits Due or Owing on Terminating Employment

- 2.5.1. When an employee terminates employment and has taken more vacation leave than has been credited, the employee must compensate the employer at their rate of pay upon termination.**
- 2.5.2. When an employee terminates employment with vacation credits which have not been used, the employee is entitled to a pay out in lieu of vacation based on the employee's rate of pay at termination.**

2.6 Vacation and Pro-rated Leave

Employees may purchase additional vacation credits (at their same rate of pay), where the purchase of time is taken from their bi-weekly pay cheque over an amount of time indicated by the employee, at the time of request, for a period of up to the end of the calendar year in which it is purchased.

Employees may combine annual vacation allotment and the pro-rated leave (leave without pay) to a maximum of six weeks of time off per calendar year, subject to manager approval and operational requirements. Employees submit a request to their manager for additional leave without pay in ESS. All leave without pay (pro-rated leave) must be used by the end of the calendar year. Employees carrying over vacation from one year to the next are not eligible for pro-rated leave until carried over vacation is taken.

3.0 OTHER RELATED DOCUMENTS

Leave Without Pay (4107)

Employee Self Service (ESS) Online Leave System