

# Vacation Carry-Over Exception Form

## Instructions:

- Employees who wish to apply for an exception need to work with their Manager to complete this form, **by June 1 of each year**, as it requires information such as: Vacation Carry-Over Details, Reason(s) for Carry-Over Exception, Plan for using Excess Carry-Over Days and Manager's Recommendation/Comments.
- To qualify for an exception, the reasons for request may include: the inability to take all vacation days due to: critical staffing vacancies, being a key member of a strategic project implementation, having a vacation request rejected by a manager, and/or manager requested a cancellation of a scheduled vacation. Continued use of carry-over exception requests may result in future carryover exception requests being denied.
- As outlined in the [Administrative Staff Vacation Policy](#), any vacation balance remaining if you were to leave Humber is only paid out to a maximum of 50 days, regardless of the current balance and/or any approved carryover exceptions.
- The Senior Specialist, Total Rewards will work with the Vice President of Human Resources and Organization Effectiveness, who also must approve the request. Once a decision is made, the Senior Specialist, Total Rewards will respond to the employee's reporting Manager on the outcome of the exception request **no later than June 30 of each year**.

## Approval and Submission - Follow the Steps Outlined Below:

- Step 1:** The employee completes all relevant fields on the form.
- Step 2:** The employee's Manager must review and approve the form by affixing their e-signature to the required field on the form.
- Step 3:** The Manager must forward the form, once signed, to their divisional Vice President for their approval. This must be sent **no later than June 1 of each year**.
- Step 4:** The divisional Vice President must review and approve the carry over request by affixing their e-signature to the required field on the form and email the form to [TotalRewards@Humber.ca](mailto:TotalRewards@Humber.ca) **no later than June 18 each year**.
- Step 5:** The Senior Specialist, Total Rewards will work with the Vice President Human Resources and Organizational Effectiveness to review and approve the request. The Senior Specialist, Total Rewards will communicate the decision and any required action to the employee's Manager **no later than June 30 of each year**.

Contact information for the Senior Specialist, Total Rewards, HROE:

[TotalRewards@humber.ca](mailto:TotalRewards@humber.ca)



**VACATION CARRY-OVER EXCEPTION FORM**

Date: _____	Dept./Division: _____
Employee Name: _____	Manager/Supervisor: _____
Position/Title: _____	Vice President: _____

**A. Vacation Carry-Over Details**

# of Days to Carry-Over above your Carry-over allowance: _____	_____
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**B. Reason(s) for Carry-Over Exception**

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**C. Plan for Using Excess Carry-Over Days**

Plan must include specifics around when the days will be taken, over how long a period, and confirmation that these dates are already in the employees vacation calendar and approved by the manager

e-Signed: _____	_____	Date: _____	_____
Employee			

**D. Manager Recommendation/Comments**

I agree that this plan is realistic and attainable, and therefore, support the plan  
 I do not agree that this plan is realistic and attainable, and therefore do not support the plan

e-Signed: _____	_____	Date: _____	_____
Manager			

**E. Vice-President Approval**

e-Signed: _____	_____	Date: _____	_____
Vice-President of Employee			

e-Signed: _____	_____	Date: _____	_____
Vice-President, Human Resources			

**HR Use Only**

Processed By: _____	_____	Date: _____	_____