

## Vacation Carry-Over Exception Form

### Instructions:

- Employees who wish to apply for an exception need to work with their reporting Manager to complete this form, **by June 1 of each year (June 10<sup>th</sup> for 2022 as the memo was delayed)**, 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.
- 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 (June 10<sup>th</sup> for 2022 as the memo was delayed)**.
- 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 (June 20<sup>th</sup> for 2022 as the memo was delayed)**.
- Step 5:** The Senior Specialist, Total Rewards will work with the Vice President Human Resources and Organizational Effectiveness to review and approve the request. Once a decision is made with respect to 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: _____	_____