

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.
- Members of the Human Resources & Organizational Effectiveness (HROE) Team will work with the Vice President, People(s) and Culture, who also must approve the request. Once a decision is made, HROE 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 **no later than June 18 each year**.
- Step 5:** HROE will work with the Vice President, People(s) and Culture to review and approve the request. HROE will communicate the decision and any required action to the employee's manager **no later than June 30 of each year**.

Please contact totalrewards@humber.ca, if you have any questions about this process.



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, People(s) and Culture			

HR Use Only

Processed By: _____	_____	Date: _____	_____