

To: Administrative Managers

Fr: Carolyn Slaboden, Chief Human Resources Officer

Re: Vacation Time: April 16, 2020

I'm writing to you today to follow up on the community announcement regarding our financial challenges and specifically regarding the use of vacation time between now and June 30th, 2020.

During this pandemic, when it has been difficult to move about, we have seen a decrease in the use of vacation time. While this is understandable, it is important that staff use a portion of their vacation time for the following reasons:

- Vacation is important for employee wellness and we know that taking a break from work to renew and relax, especially during stressful times like these, results in better overall work performance.
- When the academic program is happening remotely for the majority of students, in many cases, employees have less work. The College offers staff a very generous vacation benefit. It is better for the College if employees take some vacation time now when the workload is reduced than to allow employees to build up their vacation balances.
- The monetary value of unused vacation balances must be carried on our financial books into the next fiscal year. Because staff have not taken as much vacation time this year as compared to past years, this balance is growing and creates a significant impact to the operating budget, at a time when we are already dealing with at least a \$5-6 million impact of the coronavirus pandemic.

Administrative staff are expected to schedule and take vacation time between now and June 30th. We realize that staff members have different accruals and balances at this point in the year. New employees have not had the time to accrue large balances, some employees have large balances that they will lose at the end of the academic year and there are many employees in between.

Our goal is not to deplete entire vacation balances. **Employees should keep at least 35 hours in their balance if they have accrued that amount.** Vacation time should be used as follows:

- Balances of 105 hours or greater: 10 days of vacation
- Balances of 70 - 105 hours: 5-10 days of vacation, depending on their balance within the range

- Balances of 36 - 70 hours: up to 5 days of vacation, depending on their balance within the range.
- Balances of 35 hours or less, no vacation time is necessary

As always, the scheduling of vacation time must be approved by the employee's manager. At the same time that we are asking staff to take a portion of their vacation time, critical work is necessary in certain areas of the College. I would recommend that you ask your staff to **request** their vacation time in Workday, in accordance with the above guidelines, by April 24th and you review these requests in relation to the work that needs to be accomplished. I would be happy to assist department heads make a plan to balance both of these priorities.

To remind everyone, the current vacation carry over policy is as follows:

1. Full-time, full year non-exempt employees who have worked for the College for less than 10 years may carry over 140 hours
2. Full-time, full year non-exempt employees who have worked for the College for 10+ years may carry over 175 hours
3. Full-time, full year exempt employees may carry over 175 hours
4. Academic year, exempt and non-exempt employees (9, 9.5, 10 month) may carry over one week of vacation

* Carry over amounts are adjusted by scheduled hours per week

If you have any questions, please don't hesitate to contact me or members of the Human Resources team.