

TITLE: VACATION TRACKING

EFFECTIVE DATE: July 1, 2005

PRACTICE:

Human Resources will have standardized processes in place to ensure a unified calculation and reporting of employee vacation days.

PROCEDURE:

1. Each division, School or department will designate an individual to be responsible for vacation tracking administration.
2. To request vacation time – Employees will complete the electronic Vacation Plan form (located in the Forms Index) and submit to their Supervisor for approval prior to the requested time off. Once approved, the Supervisor will forward the approved Vacation Plan form to the Employee and to the vacation tracking Designate.
3. Changes to vacation requests – Where Employees require a change to their original vacation request, a written request will be sent to their Supervisor for approval. Once approved by the Supervisor, the Employee and Designate will receive a written confirmation of approval.
4. In April, the Designate will forward vacation tracking information to the Supervisor for review with the Employee to ensure accuracy of vacation tracking information.
5. Annually, Human Resources will calculate the amount of vacation time earned and forward the information to the Designate. The Designate will record the number of vacation days taken by employees during the fiscal year and then return the information to Human Resources. This will result in the calculation of the amount of vacation time carried over, and the total number of vacation days for the upcoming fiscal year. Both Human Resources and the Designate will have a copy of this information.

ACCOUNTABILITY: Vice President of Human Resources

RESPONSIBILITY: Human Resources Consultants

CONSULTATION FOR REVIEW: Managers and Supervisors

PRACTICE REVIEW DATE: July 2006

ASSOCIATED STANDARD PRACTICE: Vacation Leave

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors operational policies.