

Policy Name:	Accumulated Annual Leave Policy
Originating/Responsible Department:	Human Resources
Approval Authority:	Senior Management Committee
Date of Original Policy:	N/A
Last Updated:	June 2024
Mandatory Revision Date:	June 2029
Contact:	Associate Vice-President (Human Resources)

Policy

We encourage Employees to maintain work/life balance by utilizing their annual leave throughout the year. We recognize that busy work periods and project commitments may periodically impact the opportunity to take leave in the short-term, but the University takes the view that the long-term accumulation of annual leave is a negative for both the Employee and for the University.

An Employee should never accumulate annual leave in excess of thirty (30) days. In special circumstances, an Employee may be permitted to accumulate earned annual leave up to a maximum of forty (40) days for a special extended vacation.

Although the practice in most cases is to permit Employees to take their annual leave when it is convenient to them, the University has the right to schedule an Employee's annual leave to ensure compliance with this policy.

Purpose

To encourage Employees to regularly take their annual leave and to minimize the financial liability of annual leave to the University.

Scope

This Policy applies to all administrative employees of the University who accrue annual leave. This policy applies unless individual terms and conditions of employment (e.g., collective agreement) indicate otherwise.

Roles and Responsibilities

Employees: This includes all administrative employees members who accrue leave. Employees must work with their Manager to schedule their leave at appropriate times throughout the year.

Human Resources: Monitors leave balances and identifies any Employees not in compliance with this policy. Also provides departments with regular reports, which include leave balances for all Employees within the department.

Managers: This includes any director, chair, etc. who has administrative staff reports. It is the Manager's responsibility to monitor the leave balances of their Employees and ensure compliance with this policy.

Procedures

Annual Audit

Human Resources will conduct an audit of annual leave balances in September. Employees who have 30 days of leave or higher will be added to a watchlist and given one year to bring their balance down to 30 days or to reduce their leave balance by at least 10 additional days, whichever is less.

Employees on the watchlist and who have not met their annual leave balance target by September 30th of the year following will be required to bring their balance to the target amount by December 31st of that year. This may require the Employee to take leave at a time that is either inconvenient to the Employee or detrimental to the operation of the Employee's unit. Human Resources reserves the right to schedule the leave on the Employee's behalf. Note that Employees who do not meet their target will also remain on the watchlist for an additional year.

Transfer to Other Department

When Employees change departments as the result of a job change (i.e., new appointments, promotions, and transfers), the new department can require the Employee to take any leave in excess of 30 days prior to taking the new assignment. If the new department does not require that excess leave is taken prior to the new assignment, the Employee will retain their full leave balance in their new position.

Contact

Associate Vice-President (Human Resources)

Related Policies

Healthy Workplace policy (<https://carleton.ca/secretariat/wp-content/uploads/Healthy-Workplace-Policy.pdf>)