

Guidance for Approval of Vacation Carry Forward for Exceptional Circumstances

As noted in RRU's Vacation Policy – Exempt employees, employees are required to plan their vacation with the approval of their supervisor, and the supervisor must ensure that an employee's earned annual vacation is scheduled and taken by the end of each fiscal year. However, under exceptional circumstances, an employee may need to apply prior to March 31st of the fiscal year for carry forward of unused vacation up to 5 days (37.5 hours). Permitted criteria for vacation carry forward includes the following:

1. Educational Reasons - RRU is committed to life long learning and supports professional development opportunities for its employees. Employees who have registered for an accredited educational program that supports their current role at RRU may request vacation carry forward of up to 5 days (37.5 hours) to attend the accredited program in the next fiscal year. Employees will be asked to provide registration confirmation and details on their program of study.
2. Compassionate Care – Where carry forward is required by an employee to provide adequate care to a close family member (parent, child, or sibling) in the next fiscal year, the employee may request vacation carry forward of up to 5 days (37.5 hours) to support the close family member. Employees may be asked to provide supporting documentation.
3. Other Types of Leave - On occasion, an employee's planned vacation may need to be replaced with other types of leave (i.e. bereavement leave, court appearances, flood or fire, moving day or sick leave). If these circumstances occur late in the fiscal year and/or are of a considerable length of time, it may not be operationally possible to re-schedule the vacation days/hours within the fiscal year. In this case, the cancelled vacation days/hours up to 5 days (37.5 hours) would qualify as exceptional circumstances. If vacation is cancelled based on these circumstances, where possible, by way of mutual agreement, the employee and supervisor should re-schedule the cancelled vacation days/hours within the same fiscal year rather than carry forward vacation days due to exceptional circumstances.

Changes to travel plans (i.e. cancelled trips) do not preclude an employee from taking their vacation time and do not qualify for approval of carry forward of vacation based on exceptional circumstances. Prior to approving carry forward of vacation for an employee, managers must consider an employee's ability to utilize any approved vacation carry forward in the next fiscal year (i.e. employee's total annual entitlement) to avoid unused amounts being carried forward in the future.

[Approval for Carry Forward](#)