**Job Aid - Vacation Planning for Exempt Employees**

* **Plan your vacation**
  + Vacation usage for exempt employees is required to be scheduled and taken in the following priority order:

1. **Vacation carry-over**:
   * Vacation carry-over is approved for exceptional circumstances and must be scheduled and taken in full during the current fiscal year.
   * Example, any FY 20-21 vacation carry-over must be taken before March 31, 2022
2. **Fiscal year vacation:**
   * Annual vacation to which you are entitled in the fiscal year which it is earned
   * You may utilize vacation credits in advance of earning them, with the understanding that your vacation balance cannot be negative at the end of the fiscal year

* **Submit your Leave Request Form – Multiple Leaves**
  + Add your vacation times on this form and submit to your leader for approval
  + Once approved, send to [Payroll@royalroads.ca](mailto:Payroll@royalroads.ca)

**Additional Resources**

* [Vacation Policy – Exempt Employees](https://policies.royalroads.ca/policies/vacation-exempt-employees)
* To view vacation balance, please refer to your pay statement on [Avanti](https://webapps.royalroads.ca/avantinet?returnUrl=%2Favantinet%2F)
* [Leave request – multiple leave form](https://humanresources.royalroads.ca/forms)
* [FAQ’s for Vacation time for Exempt Employees](https://humanresources.royalroads.ca/sites/default/files/uploads/vacation_planning_reminder_email_-_exempt_-_1jun2021.pdf)