

## **Frequently Asked Questions – Updated June 1, 2021**

### **Q1 – What is my annual vacation entitlement?**

A - Please refer to the [Vacation Policy for Exempt Employees](#). If you still have questions about your individual entitlement, please contact Payroll at [payroll@royalroads.ca](mailto:payroll@royalroads.ca).

### **Q2 - How do I submit my annual vacation plan?**

A - Please use the \*new\* [Leave Request – Multiple Leaves](#) form. This form must be signed by you and manager and sent to Payroll for processing at [payroll@royalroads.ca](mailto:payroll@royalroads.ca), no later than July 31, 2021.

### **Q3 – What happens if my vacation plans need to change after I’ve submitted my approved leave forms to payroll? Can I carry forward my vacation?**

A -In cases of exceptional circumstances, you may request to carry forward up to five days (37.5 hours) if criteria in the university’s [Guidance for Approval of Vacation Carry Forward for Exceptional Circumstances](#) is met. You must obtain written approval from your supervisor and vice-president before the end of the fiscal year (March 31) in which the vacation was earned. Please use the [Request for Carry Forward Approval Form](#). As per policy, all unused vacation days or partial days that are not authorized for carry forward due to exceptional circumstances will be paid out at the end of the fiscal year in which the vacation was earned.

### **Q4 - Can I not go on vacation and just take the vacation pay instead?**

A – Employees must take vacation in the year it is earned (i.e. April 1, 2020 to March 31, 2021). You may not take vacation pay in lieu of time off.

### **Q5– Can my supervisor/manager schedule my vacation time?**

A - RRU requests that an employee and their supervisor/manager jointly ensure that vacation leave is scheduled and taken at a mutually agreeable time before the end of each fiscal year. That being said, in BC, employers can schedule vacation time according to business needs.

### **Q6 – I am currently on leave, how do I schedule my vacation hours as required?**

A – If you are on an unpaid leave of absence, you might consider using your vacation hours instead. For other types of longer-term leaves, these may be considered as “exceptional circumstances” so you and your manager should work with your HR Consultant to put together a vacation plan that aligns as best as it can to the requirements of the policy.

### **Q7 – I will be going on maternity/parental leave this year, am I required to use all my vacation hours before my leave?**

A - For maternity/parental and other types of anticipated longer-term leaves, these may be considered as “exceptional circumstances” so you and your manager should work pro-actively with your HR Consultant to put together a vacation plan that aligns as best as it can to the requirements of the policy. Depending on the timing of the maternity/parental leave dates, it is understood that it simply may not be possible to take all the required vacation leave within the fiscal year, but every effort should be made to take as much as is reasonably possible prior to the start of the leave and following the leave end date.

### **Q8 – Who do I contact if I have more questions?**

A - Any questions not addressed here should be directed to your Manager or HR Consultant