



Frequently Asked Questions

ANNUAL LEAVE

Q

Can a staff member request an advance of the number of annual leave days they are entitled to?

A

Advance annual leave may be granted in exceptional circumstances when a staff member does not have enough annual leave balance to cover the days requested. The maximum advance annual leave granted is 10 working days. The duration of your contract must be long enough going forward so that you will accrue the number of days that are advanced to you. An exception to advance annual leave is approved by the HR office.

Q

Can annual leave be taken one day at a time?

A

Annual leave may be requested as needed. When you wish to use annual leave days, talk with your supervisor to get pre-approval of the dates. Taking into account the balance of days available to you, supervisors will approve annual leave depending on the needs of the unit and the availability of back-up arrangements for your absence.