

LEAVES POLICY

Guideline #	AD-105-G1	Revision #	01
Accessibility level	A	Effective date	27 April 2015

Deferral of Vacation Guideline:

1. Employees are expected to take their vacations annually; under normal circumstances, annual leaves cannot be differed to subsequent years. Employees may take their annual leave in a continuous single leave during summer or as disjointed leaves across the year.
2. In exceptional cases such as for travel reasons, an employee may be allowed to defer part of his/her vacation not exceeding 10 days to the following year, provided that s/he takes all the deferred vacation at one time in one stretch.
3. When deferral of vacation is not approved by the Head of the Department, any unused vacation days should be taken within the year of accrual.
4. A Department Head may, due to necessity, ask his/her employee to cut short his/her leave and report to work. This can be done only with the approval of the President. The employee, in this case, would keep the balance of the leave for a later date or, in exceptional circumstances, s/he may be financially compensated for the balance. Financial compensation must be approved by the Vice President for Finance and Administration.
5. A Department Head shall have the right to postpone, for a period of not more than 90 days, the employee's leave to the end of the year of accrual if dictated by work requirements. If the work conditions require extension of the postponement, the employee's consent must be obtained in writing. Such postponement shall not, however, exceed the year following the year of leave accrual.
6. Employees will not be allowed to receive pay in lieu of their annual leave (vacation) and they shall be encouraged to take their annual leave as and when it falls due. However, an employee has the right to receive pay for unused vacation days s/he is entitled to if s/he quits work at the University before using up his/her leave. S/he shall be entitled to "in lieu" leave compensation for the days of vacation that s/he earned during the fraction of the year spent working at FBSU.