



## MEMORANDUM

To: UBC HR Community of Practice; faculty and staff  
From: Marcia Buchholz, Interim Vice-President, Human Resources  
Date: April 15, 2020  
Subject: COVID-19 – Managing vacation requests

---

With the university's Remote Work Arrangements in place, and as COVID-19 related travel restrictions and physical distancing protocols continue, supervisors may need to consider how best to manage vacation requests, including any requests to cancel pre-scheduled vacations.

Please see the following guidance for managing vacation-related requests:

- Employees who are working from home may still take vacation, the purpose of which is to provide a break from work and the opportunity to rejuvenate. Particularly where faculty and staff are struggling to balance childcare and work obligations, vacation time should be a consideration.
- If operationally feasible, supervisors should consider allowing employees to cancel pre-scheduled vacation requests. However, when dealing with these requests, supervisors should also consider the ability to manage significant vacation requests when normal operations resume.
- In some instances, supervisors may not be in a position to allow an employee to cancel their pre-scheduled vacation. These will include:
  - An employee who is working on a significant project that must be completed later this calendar year
  - An employee who, if they cancel their vacation, will subsequently not be able to take the minimum vacation amount legislated through the *Employment Standards Act* (at least two weeks after 12 consecutive months of employment, and at least three weeks after five consecutive years of employment).
- While vacation payouts are not permissible, the maximum vacation carry-over limits for those employee groups who have carry-over is normally limited to 10 days. This limit will be increased to up to 15 days, with management approval and for the year 2020 only, to provide flexibility in managing vacation.
- Supervisors are encouraged to develop vacation plans for the balance of the year to determine operational feasibility of scheduling alternative vacation dates.



THE UNIVERSITY OF BRITISH COLUMBIA

Please contact your HR Advisor/Manager or Senior Faculty Relations Manager if you have questions about managing vacation requests.

Thank you again for your leadership in helping UBC navigate the COVID-19 outbreak.