
Vacation Request And Approval Calendar Policy

1.0 Policy Objective & Scope

The objective of this policy is to establish a clear, fair, and consistent process for requesting, approving, and recording vacation time for all employees. This policy ensures compliance with the applicable Canadian Employment Standards Act (ESA) and provincial labour regulations, while maintaining adequate staffing levels and operational efficiency.

This policy applies to all full-time and part-time employees of the manufacturing company, including office staff, production workers, and management. It does not apply to independent contractors or temporary agency workers.

2.0 Roles & Responsibilities

- **Employee:** Submits vacation requests through the designated digital portal (SwitchDesk) at least 14 days in advance, ensuring no conflicts with scheduled production runs.
- **Direct Supervisor / Department Head:** Reviews the request for operational impact, approves or denies within 48 hours, and communicates the decision via SwitchDesk.
- **HR Manager:** Monitors vacation balances, ensures compliance with ESA minimum vacation entitlements, and resolves any disputes or scheduling conflicts.
- **IT Administrator:** Maintains the SwitchDesk vacation calendar integration and ensures data accuracy and security.

3.0 Core Rules & Guidelines

- All vacation requests must be submitted via the SwitchDesk portal; verbal or email requests are not considered official.
- Requests must be submitted at least 14 calendar days before the intended start date, except in cases of emergency as approved by the HR Manager.
- No more than two employees from the same department may be on vacation simultaneously unless pre-approved by the Department Head.
- Vacation time must be taken in minimum increments of half a day (4 hours) and cannot exceed the employee's accrued balance.
- All vacation must be used within the calendar year; carryover is only permitted with written approval from the HR Manager and must comply with provincial ESA limits.
- Employees must not access company systems or perform work while on approved vacation.

4.0 Step-by-Step Procedure / Workflow

1. Employee logs into the SwitchDesk employee portal and navigates to the Vacation Request module.
2. Employee selects the desired start and end dates, specifying the number of days and hours requested.
3. Employee reviews the displayed vacation balance to ensure sufficient accrued time is available.

4. Employee adds a brief note (e.g., reason for timing, any planned absence coverage) and submits the request.
5. SwitchDesk automatically sends a notification to the Direct Supervisor and adds a tentative hold on the shared department calendar.
6. Direct Supervisor reviews the request within 48 hours, checking for staffing conflicts, production schedules, and any overlapping requests.
7. Supervisor either approves or denies the request in SwitchDesk, adding a comment if denied (e.g., reason and suggested alternative dates).
8. If approved, SwitchDesk updates the vacation calendar, deducts the time from the employee's balance, and sends a confirmation email to the employee and HR.
9. If denied, the employee receives a notification with the reason and is encouraged to submit an alternative date.
10. HR Manager runs a monthly report to verify all vacation records are accurate and that no employee exceeds their accrued balance.

5.0 Documentation & Compliance

- All vacation requests, approvals, and denials are automatically logged in SwitchDesk with timestamps and user IDs.
- A digital record of each employee's vacation history is maintained in their secure HR file for a minimum of three years, as required by Canadian employment standards.
- Monthly audits are conducted by the HR Manager to reconcile vacation balances and ensure compliance with ESA carryover limits.
- Any discrepancies or unauthorized absences are documented and escalated to the Department Head for resolution.
- SwitchDesk data is backed up daily to encrypted cloud storage, with access restricted to authorized HR and IT personnel.

Regulatory Disclaimer: This document is a generic administrative template provided for educational purposes. The end-user assumes all liability for reviewing, adapting, and validating all protocols against organizational policies.