



April 13, 2021

To: REGIONAL VICE PRESIDENTS  
BRANCHES & FACILITIES

## End of Year Leave Balances and Carryover Requests

This is a reminder to all CATCA members that the current leave year ended on March 31, 2021. Please note the following deadlines, and guidelines for the new leave year, which began on April 1.

### Time Off Requests

Please submit any outstanding time off requests for the current leave year to your manager for approval as soon as possible. Approved requests are due in Workday by **Friday, April 16, 2021**.

### Carryover Requests

Carryover requests must be submitted between **April 1, 2021, to April 30, 2021**.

- **PLEASE NOTE:** *there is no longer an automated carryover in Workday for your Annual Leave and Lieu Leave. You will be required to send your carryover requests to your Manager for approval. Once approved, the Manager would be required to provide the information to your Leave Administrator, who will process the request.*
- Employees may carry over up to 21 days of Annual Leave, Lieu Leave or any combination of the two minus the amount of days carried over in the previous year. Any days carried over this year will be applied against the 21-day carryover available at the end of next leave year.
- Employees who have earned Compensatory Leave and have a balance remaining on March 31, 2021, will have those hours carried over for use until June 15, 2021. Any Compensatory Leave that is carried over which has not been used by June 15, 2021, will then be paid out.

### Leave Balance

Please validate that your balances are correct and advise your Leave Administrator of any discrepancies. Note, all actions must be completed by **April 30, 2021**.

To assist with validation, please refer to your employee profile. On the Time Off tab, there is a Time Off and Leave Requests section that provides a complete breakdown of all time off transactions in Workday. For steps on how to view your balances, you can refer to the Manage Leave and Time Off [job aid](#).

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**End of Career Credits**

Please note, where applicable, the deadline for requesting Compensatory hours to be moved to your End of Career bank has also been extended to ***April 30, 2021***.

If you have any questions, please contact the HR Employee Centre or speak to your Leave Administrator.

On Behalf of the Executive Board;

Doug Best  
President

Scott Loder  
Executive Vice President