

RULE ON ANNUAL LEAVE

Per the [Rule on Annual Leave](#) or your collective agreement, unused annual leave payouts are typically paid out in the May timeframe each fiscal year. As many of you will remember, in March 2020, we temporarily suspended the payouts of unused annual leave to encourage employees to take necessary breaks and prioritize self-care during the pandemic. This exception remained in place until March 2023, and then extended to stabilize the new Workday HR system. We are now ending this exception, and the process for annual leave payouts is back in effect as outlined in the Rule to ensure continued compliance with our policy.

Here is a breakdown of what this change means for your annual leave, payouts, and scheduling requirements.

1. New Annual Leave Payout Schedule for APS and unaffiliated employees

The annual leave payout process is restarting, but with a new, extended timeline to give you more time to use your remaining oldest balances.

What is the payout for?	Previous deadline to take the leave	NEW deadline to take the leave	NEW payout date
Annual leave earned before April 1, 2025	March 31, 2026	September 30, 2026	November 12, 2026
Annual leave earned before April 1, 2026	March 31, 2027	September 30, 2027	November 10, 2027
Annual leave earned before April 1, 2027	March 31, 2028	September 30, 2028	November 9, 2028

You now have an extended grace period (six additional months, until September 30) to use the oldest balance of annual leave you have accrued. If you don't use it by that new September 30 deadline, the remaining hours from that block will be paid out to you in November.

Note: CMG and AR employees are not included in any payouts. However, it is expected that employees will still schedule their leave earned prior to April 1, 2025 accordingly to be taken by September 30, 2026 to reflect the direction provided.

2. Leave Purchase Plan (LPP) and Additional Leave

As there are no payouts for these leave banks, any outstanding LPP or Additional Leave must be scheduled and taken by March 31, 2026. Employees must prioritize using this leave first when requesting their time off.

3. Your Next Steps

Action/Topic	Details
Check your balances	Review your current time off balances in Workday. Run these reports in Workday - <i>My Time off Balance Details</i> and <i>My Time in Lieu Balance Details</i> if required.
Submit time cards (recent leave)	Submit time cards for leave taken in the past three months to ensure all balances are accurate before any payouts are made. Go to the “ <i>My Unsubmitted Time</i> ” app in Workday and submit.
Submit time cards (older leave)	Time cards older than 3 months will be temporarily available for submission between December 9 - January 9 to help clear up old records.
Speak with your manager	Proactively schedule your outstanding leave with your manager to maximize your time off and minimize a future payout, considering the new November 2026 payout date.
Schedule time off	Immediately request/schedule any outstanding annual leave to be taken by September 30, 2026. Manager approval is required.

Action/Topic	Details
Payout Exclusions	Employees who have returned from a leave of absence in the twelve months prior to September 30 or are on a leave of absence at the time of payout are excluded from any payouts.
Time In Lieu (TIL)	The payout schedule for TIL is not affected by this change; it will continue to be paid out in May or November (depending on your affiliation) as usual.

Why Is This Important?

Our goal is to ensure you have the necessary time to rest and recharge. Taking your earned leave is crucial for preventing burnout and maintaining a healthy, productive work-life balance. By scheduling your leave now, you secure your time off and help the organization manage its financial liabilities responsibly.

Please refer to these [key dates](#) and this [FAQ](#) for more information. If you have further questions, please contact [HR Shared Services](#).