

Annual Vacation Request Restriction Period

Restrictions During Timelines

Annual Vacation Request Restriction Period								
October		November				December		
23-29	30-05	06-12	13-19	20-26	27-03	04-10	11-17	18-24
October 23 - December (Date to be Announced) Do not submit Annual Vacation (2023-2024) during this period.							Submit Annual Vacation Requests using MyConnection.	

- No restrictions during this time period.
- Restrictions in place during this time period.

Please note that there will be a six-week restriction period during which annual leave requests (2023-2024) cannot be submitted after the implementation of the Administrative Information Management System (AIMS).

Annual Vacation

- Employees will not be able to submit a request for 2023-2024 vacation until December 2022.
- Further AIMS functionality will be developed to accommodate these submissions post-implementation.

Please do not submit Annual Vacation requests through current processes at this time.