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President

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Vacation Reminders for Admin Professional Bargaining Unit Members represented by Unifor

The following information should be considered for vacation scheduling, carry over, and legacy vacation carry over banks:

17.04 Vacation Scheduling

- (a) Except as otherwise provided in the Agreement, vacation leave entitlement shall be used within the year in which it is earned. The Employee shall advise the immediate management supervisor in writing of her vacation preference as soon as possible for the following vacation year but by February 1st for vacations in the period April 1st to September 30th and shall include requests for vacations during the December holiday period (December 16 to January 4) and/or March Break vacations for the following year, and by August 1st for vacations in the period October 1st to March 31st. The Employer will post approved vacations in writing by March 15th and September 15th respectively.
- (b) Preference in vacation schedule shall be given to those Employees with greater length of seniority.
- (c) After the vacation schedule is posted, if operational requirements permit additional Employee(s) to be on vacation leave, such leave shall be offered to Employees on a work unit by seniority to those Employees who may have requested the leave but were denied the leave for their request submitted before February 1st or August 1st. Any additional vacation shall be granted on a first come, first serve basis

17.08 Vacation Carry Over

- (a) Except as otherwise provided in this Agreement, vacation leave for a period of not more than five (5) days may, with the consent of the immediate management supervisor, be carried over to the following year, but shall lapse if not used before the close of that year. Request for vacation carry over entitlement shall be made in writing by the Employee to the immediate management supervisor not later than January 31st of the year in which the vacation is earned, provided however that the immediate management

supervisor may accept a shorter period of notice of the request. The immediate management supervisor shall respond in writing within one (1) calendar month of receiving an Employee's request.

(b) An Employee scheduled to take vacation and who is unable to do so within the vacation year due to illness, injury, or where operational requirements prevent the immediate management supervisor from scheduling vacation shall be entitled to carry over this unused vacation to the subsequent year.

17.09 Accumulative Vacation Carry Over

An Employee, on the recommendation of the immediate management supervisor and with the approval of the Employer, may be granted permission to carry over five (5) days of her vacation leave each year to a maximum of twenty (20) days, if in the opinion of the immediate management supervisor, it will not interfere with the efficient operation of the Department.

17.10 Use of Accumulated Vacation Carry Over

The vacation leave approved pursuant to Article 17.09 shall be used within five (5) years subsequent to the date on which it was approved and shall lapse if not used within that period unless the immediate management supervisor recommends that the time be extended and the recommendation is approved by the Employer.

MEMORANDUM OF AGREEMENT #14 LEGACY CARRY-OVER BANKS

1. Notwithstanding Articles 17.08, 17.09 & 17.10, Employees who have, as of the date this Collective Agreement is finalized, carried over vacation banks (not including the twenty (20) days permitted to be accumulated pursuant to Article 17.09) ("Legacy Carry-over Banks") will retain their Legacy Carry-over Banks until April 1, 2024, after which any vacation from their Legacy Carry-over Banks that has not been used will be paid out.

2. For the purposes of this MOA, "Legacy Carry-Over Banks" includes all vacation credits earned but not taken under past terms and conditions of employment and collective agreements with any of the predecessor Employers.