

Annual Vacation Information for 12-Month Members

During the 2022 Negotiations the Bargaining team had to make some difficult decisions regarding permanent 12-Month members annual vacation entitlement that pertained to rolling over vacation hours if unused from year to year.

The Employer put forward an Estoppel that would see the long-standing practice that allowed members to continue to bank unused vacation hours year after year with no expectation to use them or be paid out for them come to an end.

Had the Union opted to not put forward language the Employer could have exercised their management rights and paid out all members for any time left in the Vacation Banks at the conclusion of bargaining and we would have been left with no carry-over language at all. While the Union would have been able to pursue a course of action if that happened, after much consideration we felt it was in all the members best interest to try and negotiate some language that both parties would be amenable to.

Please see the new language below, and for those members that had hours in their vacation banks at the end of December 31, 2023, those hours are able to be grandfathered as well as 1/6 of the 2023 Vacation allotment. We have created a tracker that will give you an idea of how much time could be grandfathered and depending on that balance will determine how much of the 2023 allotment you will need to use, otherwise you will be paid out for them on the first pay period of 2024.

12.4 Vacation Schedules

Vacations for regular employees shall be taken at a time mutually agreed upon by the employee and his/her Supervisor.

Vacation schedules for the summer months of July and August will be circulated within each work unit prior to *December 1* each year. Employees will indicate summer vacation preferences by *January 15* each year. The approved vacation schedule for each work unit will be returned to employees prior to *March 1* each year.

Vacation at other times of the year will be requested through the normal leave of absence process with response being provided in a timely manner.

Vacation requests will not be unreasonably denied, and any denials will require a written response to the employee outlining the reasons why.

12.7 Carryover of Vacation Entitlement

(a) Regular employees shall be permitted to carryover and bank vacation days, and take them in the following vacation year or later, based on the following schedule:

- 0 – 5 years of service – no bank of vacation days*
- 6 – 8 years of service – bank of five (5) vacation days*
- 9 – 12 years of service – bank of ten (10) vacation days*
- 13+ years of service – bank of fifteen (15) vacation days.*

Each vacation days bank outlined above is the maximum bank of vacation days which the employee may be permitted at any one time.

(b) Carryover of vacation for regular employees shall be taken at a time mutually agreed upon by the employee and their Supervisor. Vacation requests will not be unreasonably denied, and any denials will require a written response to the employee outlining the reasons why.

(c) Upon ratification of the 2022 – 2025 Collective Agreement, any banked vacation days which a regular employee has accumulated, in excess of the maximum bank of vacation days permitted in paragraph (a) above, shall be grandfathered with no requirement for the employee to use the excess banked vacation days or to have them paid out to the employee. However, the regular employee shall not be entitled to accumulate any further banked vacation days until such time as the grandfathered bank of vacation days is reduced to below the employee's maximum permitted bank of vacation days as set out in paragraph (a) above. One sixth (1/6) of the 2023 vacation entitlement may be included in on employees grandfathered carry over bank.

NOTE: All italicized language is new to the collective agreement as a result of the 2022 negotiations.