



VACATION SCHEDULING

The Union has requested that the Company start booking the 2016 vacation scheduling as per the current CLA, Article 13, and Letter of Understanding 13-LU-#1.

1. The normal vacation scheduling period will be the two (2) months prior to the start of the calendar year (November 1st). First round of vacation scheduling must be complete by December 1st of each year.

The following are a number of questions and answers, which frequently come up as per vacation scheduling:

Question #1 - When is preferred period for scheduling vacation?

Answer - The preferred period commences with the summer closing of elementary schools and extends for as many weeks as is required to schedule three (3) consecutive twenty-one (21) day vacation blocks for shift workers.

Question #2 - If an employee is given an opportunity to take a three-week block off in preferred period do they have to take all three weeks?

Answer - No, you may choose to take either one, two or three weeks within the block available to you.

Question #3 - How does an hourly paid employee get a vacation credit?

Answer - If an employee does not have an opportunity of selecting up to a maximum of twenty-one (21) consecutive days of their vacation during the preferred vacation period, then that employee will be given a credit for the following year.

Question #4 - If you have a credit from the previous year, can you use that credit to claim time outside preferred period?

Answer - No, the credit only entitles an employee to select up to a maximum of twenty-one (21) consecutive days of their vacation during the preferred vacation period only.

Question #5 - Is a junior employee with two weeks vacation entitlement eligible to get a credit?

Answer - Yes, an employee with one (1) or more years of continuous service as on 31 December of the previous year is eligible to accumulate vacation credits.

Question #6 - What happens if an employee with a vacation credit is offered a twenty-one (21) day block in preferred period and they refuse because they want to book their vacation entitlement outside preferred period?

Answer - Once they refuse, they lose their credit and are then placed back onto the list in order of their Company seniority. They will then, at a later date, be offered a first choice when their turn comes up in order of Company seniority.

Question #7 - Can an employee use this year's vacation to take off a week at Christmas? (2015)

Answer - Yes, providing the time and pay are available from their 2015 vacation entitlement.

Question #8 - Can an employee use 2016 vacation entitlement to book off a week at Christmas (2016)?

Answer - Yes.

Question #9 - Can an hourly paid employee as their first choice book vacation time for the last three (3) weeks in preferred period and the first two weeks right after preferred period in one block? (This covers at the start of preferred period as well.)

..... See over

Answer – Yes, however, this scenario doesn't apply if you are using a credit for your first choice. Credits are used for blocks in preferred periods only and cannot be combined with vacation outside preferred period in one round. In addition, vacation may be taken in blocks exceeding 3 weeks in one round outside of preferred period.

Question #10 – When do you receive vacation pay?

Answer – Vacation pay will be paid to an employee on the regular payroll dates. In the event an employee wishes to receive a vacation pay advance for scheduled vacation, then vacation pay shall be given to an employee at least seven (7) calendar days before they complete their last regular shift preceding their scheduled vacation, provided they have made such request in writing fourteen (14) days prior to the first scheduled day of vacation.

For further clarity, in 2014, the Company and the Union agreed to the following grievance resolution language:

"The Company and Union agree that this letter of resolve is to be followed when scheduling vacations. Nothing in this letter of grievance resolve supercede the Company's rights found in Articles 5 or 13 in the CLA.

First Round –

1 – Employees with vacation credits will be allowed to schedule vacation first in the Preferred vacation period based on the number of vacation credits they have accumulated and their Company seniority.

2 – Should an employee with a vacation credit choose not to schedule vacation in the preferred period, they will lose their vacation credit and will be placed on the crew list according to their Company seniority.

3 – When all vacation credits have been scheduled, the employee with the highest Company seniority will be given the first opportunity to book their first choice of vacation in unbroken blocks of seven (7) days within any open blocks of time in the pay roll year.

4 – Open blocks of vacation time in the preferred period are limited to a maximum of twenty-one (21) days in one unbroken block. This does not preclude an employee from booking a twenty-one (21) day block of time at the beginning or end of the preferred vacation period and extending their vacation by adding further seven (7) day blocks of time outside the preferred vacation period as long as the time is available.

5 – Vacation booking will continue until each member of the crew has had an opportunity to book their first vacation choice anywhere within any open blocks of time in the payroll year.

6 – Should an employee not have the opportunity to book up to twenty-one (21) days of vacation in the preferred period, they will be given a vacation credit for the following year.

Second Round –

1 – The employee with the highest Company seniority will be given the first opportunity to book their second vacation choice within any open blocks of time in the pay roll year. Vacation booking will continue until each member of the crew has had an opportunity to book their second vacation choice within any open blocks of time in the pay roll year.

2 – Paragraph 3, 4, & 5 apply

Further Rounds –

1 – Further rounds will be offered consistent with the second round procedure above until all employees have had the opportunity to book their vacation if they so choose."

(For full details refer to current CLA – Article 13 – Vacations with pay, 13-LU-#1 Vacation Scheduling and 13-LU-#2 Canceling of Vacation booked in the preferred period.