UNIFOR Local2301

BULLETIN

Kitimat Smelter and Kemano Power Operations Workers

2027 VACATION SCHEDULING

Vacation booking for 2027 has begun as per the current CLA, Article 13, and Letter of Understanding 13-LU-#1.

The normal vacation scheduling period will be 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.

Company seniority for scheduling time off will be calculated from the date that you first were hired off of the street.

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. Dates for preferred period in 2025 are as follows:*

The preferred period for Shift #34, Shift #61 and Shift #05 (Monday to Friday, Dayshift Workers) will vary as shown below:

Shift #34:

First Block
A – June 30 - July 21
B - July 1 - July 20
C - June 28 - July 18
D - June 29 - July 19

Second Block
A - July 23 - August 13
B - July 24 - August 12
C - July 21 - August 11
D - July 22 - August 10

Third Block
A - August 17 - September 6
B - August 16 - September 5
C - August 13 – September 3
D - August 14 - September 2

Shift #61:

First Block
A – July 5 - July 24
B – July 3 - July 22
C – July 1 - July 20
D – June 29 - July 18

Second Block
A - July 29 - August 17
B - July 27 - August 15
C - July 25 - August 13
D - July 23 – August 11

Third Block
A – August 22 – September 10
B - August 20 - September 8
C - August 18 - September 6
D - August 16 - September 4

Shift #05:

First Block
July 5 – July 25
Second Block
July 26 – August 15
Third Block
August 16 – September 5

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. The new CLA stipulates that you can only accumulate a maximum of one credit to ensure you do not miss out on booking vacation during preferred period over consecutive years.*

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 of 31 December of the previous year, to which the vacation is booked, is eligible to accumulate a vacation credit.*

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? (2025)

Answer – *Yes, providing the time and pay are available from their 2024 vacation entitlement.*

Question #8 – Can an employee use 2025 vacation entitlement to book off a week at Christmas (2025)?

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.)

Answer *– Yes, however, this scenario doesn't apply if you are using a credit for your fist 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 superseded 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.* **[This was confirmed as per the "Vacation Scheduling" Arbitration Case]**

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. *Paragraphs 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."*

Additional Information

During 2017 Negotiations the following vacation language (Article 13) was bargained:

13.02(b)

ii. **The Company agrees to allow a MINIMUM of fifteen percent (15%) of the employees in a vacation group to book vacation outside of the preferred period at any one time.**

iii. **Upon request, an up-to-date vacation schedule will be made available for an employee to review prior to making their selections in each round of vacation booking and for booking during the year.**

iv. **Once an employee's vacation is approved, the Company will provide the employee with a copy of the approved vacation.**

v. **Upon request, an up to date, read-only, electronic vacation schedule will be made available for employees to view.**

13.05(a)

i. **The Company agrees that employees who elect to take an additional day off as per 13.05(a) will be considered supernumerary and have no effect on vacation booking.**

(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.