

## CUPE 4627 Know Your CA: Annual Vacation

Annual vacation collective agreement (CA) language is clause 14 in the VCC/CUPE 4627 2015-2019 CA.

- Vacation for temporary and permanent employees is earned per calendar year: January 1 to December 31; scheduled per fiscal year: April 1 to March 31. "Earned calendar, scheduled fiscal."
- Scheduling of any vacation takes into consideration: the commitment of the College, the needs of the department, and the desires of the Employees.
- The deadline to submit your annual vacation request is ~~March 31~~ **April 30, 2020 due to COVID-19**. At that time vacation requests are granted by your supervisor based on seniority. Seniority is used to determine preference for vacations provided it has been submitted by the deadline.
- Any vacation anyone would like to use from April 1-30, 2020 will be granted on a first come, first serve basis.
- Annual vacation requests received after ~~April 1~~ **May 1, 2020** is granted on a first come, first serve basis.
- CUPE 4627 members have the right to schedule their entire annual vacation in one block if they choose and it can be reasonably accommodated.
- Departments may have blackout dates where no vacations will be approved. Read job postings carefully to know of these dates.
- The supervisor is responsible for approval of vacation and it will not be unreasonably denied.
- CUPE 4627 members are entitled to the following vacation hours:
  - Less than 1 year of service = 84 working hours (prorated based on start of employment)
  - 1 to 5 years of service = 119 working hours
  - 6 to 10 years of service = 154 working hours
  - 11 to 15 years of service = 189 working hours
  - 16 to 19 years of service = 196 working hours
  - 20 or more years of service = 224 working hours
- CUPE 4627 members are able to carryover vacation from year to year:
  - 5 years or less of service = 35 working hours each year to a maximum of 140 hours
  - 6 years or more of service = 70 working hours each year to a maximum of 140 hours
  - In extraordinary circumstances carryover of more than 140 hours is allowable with approval of the supervisor. This carryover must be used by the end of the following calendar year.
- If CUPE 4627 members attempt to schedule any vacation, including carryover, and the request is denied they can carryover beyond the limits.
- Vacation entitlement for part-time employees is pro-rated based on percentage of full-time hours worked.
- Term employees and casual employees are not entitled to annual vacation as vacation is paid in lieu.
- CUPE 4627 members are entitled to receive:
  - Full vacation credit for the month if you started employment on the 1<sup>st</sup> to the 15<sup>th</sup> of the month or terminate employment from the 16<sup>th</sup> to the end of the month.
  - No vacation credit for the month if you start employment on the 16<sup>th</sup> to the end of the month or terminate employment from the 1<sup>st</sup> to the 15<sup>th</sup> of the month.
- CUPE 4627 members on a leave of absence without pay (LWOP) are entitled to receive:
  - Full vacation credit for that month if the leave is up to 15 calendar days.
  - No vacation credit for that month if the leave if the leave is 15 calendar days or more.
- There is no "use it or lose it" in regards to annual vacation--that is illegal in Canada. You have earned vacation and are entitled to take the time.
- CUPE 4627 members who retire on pension from the College receive their full annual vacation entitlement for the year of retirement.
- CUPE 4627 members earn vacation while on the following leaves: Union, maternity, parental, adoption.
- CUPE 4627 members of a legitimate religious group are able to utilize their vacation to accommodate religious holidays.
- Fortnights may be deferred to accommodate vacations.
- CUPE 4627 members workloads will not be significantly increased as a result of vacancies or absence of other employees due to vacation.
- If during your vacation you are sick you are entitled to apply for sick leave and reschedule your vacation. A medical note is required. There is no reimbursement for this medical note.
- Your pay notification contains very important information including your vacation balances. Please check each pay notification carefully for accuracy and any discrepancies contact a steward immediately.

Any issues with your annual vacation or with the interpretation of your CA please contact a steward.