

CUPE 4627 Know Your CA: Annual Vacation

Annual vacation collective agreement (CA) language is clause 14.

- 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, in this specific order: 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**. 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.
- Annual vacation requests received after **April 1** are 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 should 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 can 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 1st to the 15th of the month or terminate employment from the 16th to the end of the month.
 - No vacation credit for the month if you start employment on the 16th to the end of the month or terminate employment from the 1st to the 15th 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” for annual vacation. 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 (15.4).
- CUPE 4627 members earn vacation while on the following leaves: Union, maternity, parental, adoption.
- CUPE 4627 members of a legitimate religious group can 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 shop steward.