

Fairness in Vacations

Article 17 in our Collective Agreement ensures that vacation time is scheduled fairly

The Vacation Planner

- Your manager must post a Vacation Planner on your unit by January 1st of each year. You submit in writing the time period you wish to take your vacation(s) by March 15th.
- The manager must post the approved Vacation Planner by April 30th.
- Seniority provides the guiding principle for allocating vacations.
- the Employer may not “carve out” a specific time period in which Employees are not able to request vacation eg. Christmas and New Years. The vacation year includes the whole calendar year and you are entitled to request vacation anytime throughout the year.
- Vacation requests after April 30th must be submitted in writing to the manager. They must respond within 14 days of your request.
- If your vacation request was not approved (or not responded to or delayed) by your manager, you have 10 working days to contact your UNA representative to raise your concerns regarding your vacation request and to file a grievance, if necessary.
- Your manager may not cancel or reschedule your vacation unless there is a critical, unforeseen emergency and the Employer can demonstrate that a bona fide attempt was made to address and resolve the emergency situation.
- If your manager does cancel your vacation, you are entitled to receive double time (2X your basic rate of pay) for all shifts worked during the period of vacation cancelled by the Employer. In addition, the Employer shall reimburse all non-refundable costs (e.g. airline or other tickets) related to the cancellation of the vacation.

Vacation entitlement depends upon your years of employment.

- To calculate the amount of your vacation entitlement, please refer to Article 17 of the Collective Agreement.
- If you do not use all your vacation entitlement during the calendar year you may make a request in writing to carry it forward to the next vacation year, which must not be unreasonably denied.

Article 17.03 (b)(i) “Where the number of Employees indicating a preference for a specific time period exceeds the number of Employees that can be allocated vacation during that period, vacation time is to be granted in order of seniority.”

Facility and Community Agreements 2001-2003.

*Other UNA Agreements often have different provisions. Check your Agreement or with your Local for details.

SPOTLIGHT on your UNA contract



Questions?
Contact your UNA Executive or Labour Relations Officer.