

ARTICLE 41 – VACATIONS

41.01 For purposes of the vacation request process, the vacation period shall be considered to be July 1 to June 30 of each year. *(newly renumbered – previously 41.02 – numbered accordingly hereafter)*

41.02 (a) Full time employees receive their yearly vacation entitlement deposited to their vacation bank on July 1 each year. Employees are entitled to utilize their vacation immediately upon it being deposited into their vacation bank. Employees reaching a vacation milestone within the defined vacation year will have their additional week of vacation deposited at the start of the vacation year.

(b) Employees who transfer from part-time to full-time status after the start of the vacation year:

- (i)** Will have their part time vacation earnings, as per article 41.04, paid to them at the time of transfer to full time;
- (ii)** Will receive their vacation entitlement for the partial vacation year calculated according to 19.01 and deposited at the time of transfer.
- (iii)** It will be immediately available to utilize according to the vacation approval provisions of the collective agreement.

Newly hired full-time employees will receive a deposit of their vacation entitlement that has been prorated for the remainder of the vacation year.

(c) Employees will continue to be able to carryover unused vacation into the subsequent vacation year(s).

(d) Employees on a leave of absence greater than 30 calendar days will have their vacation entitlement calculated as per article 19.01(a) and deposited into their bank upon their return to work.

Employees who take a leave of absence greater than 30 calendar days within a vacation year will have their vacation banks reconciled on June 30 to align with their entitlement as defined by article 19.01(a) and deposited into their bank upon their return to work.

(e) When an employee leaves the organization before the end of a vacation year and they have taken more vacation than has been earned, these monies will be deducted from the employee's final pay. Any remaining balance, if any, will become a debt due and is payable to the Hospital effective the termination date.

41.03

Full Time and Part Time

Preference Lists

Vacation preference lists shall be posted in two (2) vacation periods; Summer and Winter.

Summer Period (**June 1 to November 30**) – **The manager will post a vacation request sheet no later than November 30.** This request sheet will remain posted until January 1. The manager will post the approved vacation list by February 1.

Winter Period (**December 1 to May 31**) – **The manager will post a vacation request sheet no later than August 1.** This request sheet will remain posted until September 1. The manager will post the approved vacation list by October 1.

Approved vacation will not be changed unless by mutual agreement.

Employees will be allocated their vacation in order of seniority to maximum of three (3) weeks during prime time. Prime time will be defined as the months of July and August, March Break and the last two (2) weeks of December. Managers may approve additional weeks of vacation during prime time once all employees have been given the opportunity. Reasonable requests for vacation will not be denied. For the purposes of clarity, requests for partial weeks or single days of vacation shall be considered a week for the pre-approved request for vacation process that occurs twice per year.

Once the vacation schedule has been posted, all other requests including during prime time will be approved on a first come, first serve basis. Notwithstanding the above, the Hospital will endeavour to approve or deny all other vacation requests shall be approved or denied within two (2) weeks of the date of request.

Vacation Request Sheet Posted	Vacation Period	Approved
November 30	June 1 – November 30	February 1
August 1	December 1 – May 31	October 1