

**Changes to Vacation (Approved 2024)**

- Employees are not considered to be on vacation until their first scheduled day off.
- Employees are eligible to work and take callouts until their first scheduled day off.
- Employees are last to be called for a callout or scheduled coverage from all eligible employees on their scheduled days off or days off sandwiched between a set of scheduled vacation days.
- Employees are to return to their position on the Overtime Equalization list for scheduled coverage and callouts preceding booked vacation days off and before their first scheduled day back.

Examples:

Employees maintain their spot on the overtime equalization list and can work scheduled OT and callouts 4th, 5th until first scheduled day off (6th).

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Nights S1	3 Nights S1	4	5	6 Days S2	7 Days S2
					Booked off	Booked off
8 Days S2	9	10	11 Nights S1	12 Nights S1	13	14
Booked off						

Employees are last to be called for a callout or coverage from all eligible employees on their scheduled days off (6th, 7th, 8th, 11th, 12th) or days off (9th, 10th) sandwiched between a set of scheduled vacation days.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Nights S1	3 Nights S1	4	5	6 Days S2	7 Days S2
					Booked off	Booked off
8 Days S2	9	10	11 Nights S1	12 Nights S1	13	14
Booked off			Booked off	Booked off		

An Employee is to resume their position on the Overtime Equalization list (scheduled and callouts) for their days off (4th, 5th) preceding scheduled vacation days and before their return to their next regular scheduled shift (6th). *If you wish to not be called until your first scheduled shift back then you mark your first available day back as the your next regular scheduled shift (6th) on the vacation form.*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Nights S1	3 Nights S1	4	5	6 Days S2	7 Days S2
	Booked off	Booked off			Regular shift	
8 Days S2	9	10	11 Nights S1	12 Nights S1	13	14



Proposed Changes (2024) to Bereavement and Sick Days

- Employees are last to be offered scheduled overtime from the time of their first missed shift until the employee returns to their next regularly scheduled shift.
- Employees maintain their spot on the overtime equalization list and can take a callout on their days off.
- If an employee bookends their days off with bereavement, they are last to be scheduled for overtime. But are still eligible for callouts on their days off.

Examples:

Employees are last to be offered scheduled overtime from the time of their first missed shift (3rd) until the employee returns to their next regularly scheduled shift (6th).

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Nights S1	3 Nights S1 Called in	4	5	6 Days S2 RTW	7 Days S2
8 Days S2	9	10	11 Nights S1	12 Nights S1	13	14

Employees maintain their spot on the overtime equalization list and can take a callout (4th, 5th).

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Nights S1	3 Nights S1 Called in	4	5	6 Days S2 RTW	7 Days S2
8 Days S2	9	10	11 Nights S1	12 Nights S1	13	14

If an employee bookends their days off with bereavement (2nd, 3rd, 6th), they are last to be scheduled for overtime. But are still eligible for callouts on their days off (4th, 5th).

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Nights S1 Bereavement	3 Nights S1 Bereavement	4	5	6 Days S2 Bereavement	7 Days S2
8 Days S2	9	10	11 Nights S1	12 Nights S1	13	14



Annual Vacation Request
Edmonton & Cadomin Locations
8, 10 & 12 Hour Workers

Please print legibly and include all information

Employee Name: _____ Date of Hire: _____
Employee Number (7 digits): _____ Total Entitlement for year: _____
Crew: _____ Supervisor: _____ Classification: _____

First working date off: First day missed on schedule Total Hours Off: Number of hours missed
Last working date off: Last day missed on schedule Total Shifts Off: Number of shifts missed
Return to work date: Return day on schedule Total Hours Paid (if different): Number of hours Paid

Period Unavailable (No Contact Period): The period of time not to be called for overtime **Important if choosing No on Stat holidays*

Please submit **separate vacation requests for each period of vacation requested*

Date of Request: _____ Employee Signature: _____

Shift Workers only:

**If a statutory holiday falls on one of your scheduled working days, do you wish to receive vacation pay over and above your statutory entitlement?*

- ☐ Yes, I will receive 1 day of vacation pay and have 1 days' worth of hours deducted from my vacation entitlement.
- ☐ No, I will take the day off without vacation pay and will not have 1 day deducted from my vacation entitlement.

**Applies to STAT day only for shift workers*

Approvals (For administrative purposes only)

Vacation Request: ☐ Approved ☐ Denied

Supervisor Signature _____ Supervisor Print Name _____ Date Approved _____

Entered: ☐ Kronos ☐ Vacation Calendar ☐ Entitlement Tracker

Human Resources:

Pay Period: _____ ☐ Vacation Tracker

Year: _____

White – Human Resources

Yellow – Employee

Pink – Supervisor