



## MANITOBA GOVERNMENT & GENERAL EMPLOYEES' UNION TECHNICAL PROFESSIONAL PARAMEDICAL (MGEU Tech Prof) VACATION GUIDELINES

ANNUAL VACATION - FULL TIME / PART TIME EMPLOYEES

Effective February 9, 2023

The goal of the MGEU Tech Prof Vacation Scheduling Guidelines is to ensure all Southern Health-Santé Sud employees covered by Technical Professional Paramedical Collective Agreement receive their annual vacation scheduled in a fair and consistent manner and in compliance with the collective agreement.

The following Southern Health-Santé Sud MGEU Prof/Tech guidelines apply for the pre-approval of vacations.

**As MGEU Prof/Tech is currently in the Collective Bargaining process, the current MGEU P/T Collective Agreement dated April 1, 2014 to March 31, 2018 will be referred to for the 2023/2024 Vacation Year.**

Vacation selection is managed as per Article 13: Annual Vacation of the MGEU Prof/Tech Collective Agreement. Please contact Labour Relations with any inquiries regarding vacation by emailing [LabourRelations@southernhealth.ca](mailto:LabourRelations@southernhealth.ca) **Subject Line: Vacation Inquiry.**

### A. Vacation Entitlement Lists

1. MGEU Tech Prof Vacation Entitlement Lists for each site/unit will be posted in an accessible location by February 1<sup>st</sup> of each year. You will receive Vacation Entitlement Lists by the end of January. **(Article 15:05)**
2. The Vacation Entitlement List shall reflect each employee's projected vacation entitlement as at March 31<sup>st</sup> of each year.

### B. Vacation Rules – How Many Employees Can Be Off

1. Managers are encouraged to establish vacation rules (ie baseline staffing requirements) for each site/unit before beginning the vacation approval process. This includes looking at how many employees will be allowed to be off on any given day (and shift).
2. The vacation rule can change throughout the year by month, week or day. However, we recommend you establish the rules for the entire year before beginning the vacation approval process.
3. When establishing the vacation rules, managers should consider the number of employees for each site/unit and the total number of weeks vacation owed because all employees are entitled to take their full allotted vacation.
4. Don't forget to factor in other Employer obligations under the Collective Agreement (sick time, bereavement, statutory holidays, union leave, etc) when developing the vacation rules.

### C. Vacation Scheduling

1. The vacation year shall be from April 1<sup>st</sup> to March 31<sup>st</sup> of the next year. **(Article 15:01)**
2. Employees have 30 days after the vacation entitlement list is posted (until the end of February) to express their preference. **(Article 15:05)**

3. Vacation will be allocated by seniority (subject to operational requirements) instead of by rotation. (Except DSM which will remain status quo). **(Article 15:06)**
4. Vacation requests submitted after the scheduling period has occurred shall not be unreasonably denied. Managers are encouraged to maintain records indicating rationale as to why such requests were approved or denied.
5. An employee who fails to indicate their choice of vacation within the thirty (30) calendar day period shall not have preference in choice of vacation time, where other employees have indicated their preference. **(Article 15:09)**
6. To assist with the annual vacation planning, managers are encouraged to promote that employees book their entire entitlement (although the employee is entitled to retain 3 vacation days for personal reasons). **(Article 15:14)**
7. Employees on WCB will be able to accumulate vacation leave, as if the employee was not absent. Vacation leave accumulation will not continue past 12 cumulative months from the first date of absence due to the injury or disability. **(Article 15:11)**

**D. Bonus Week of Vacation**

1. In recognition of length of service, each full time employee shall receive one (1) additional week of vacation (5 days) on completion of twenty (20) years of continuous service, on each subsequent fifth (5<sup>th</sup>) anniversary of employment. The additional (5) days shall be granted in the vacation year in which anniversary dates fall and are not cumulative. **(Article 15:15)** Part-time employees shall be entitled to a pro rata portion of this benefit.

**E. Approved Vacation Schedule**

1. The approved vacation schedule will be posted no later than March 31<sup>st</sup>, having considered operational requirements and seniority. **(Article 15:06)**
2. Approved vacations will only be re-scheduled by mutual agreement between the employer and employee as long as the change does not affect departmental operations or disrupt any other employee's scheduled vacation. **(Article 15:06)**
3. Employees that are hospitalized due to accident or illness while on scheduled vacation may use income protection and reschedule their vacation. Proof of hospitalization is required **(Article 15:12)**

**F. Part-Time Employee Vacation**

1. Vacation will be pro-rated for part-time employees **(Articles 24:01 & 24:07)**
2. Part-time employees shall be entitled to a pro rata portion of the bonus week of vacation benefit. **(Article 15:15)**

**G. Employees Occupying More Than One Position**

1. Requests for scheduling of vacation shall be submitted to each departmental/site supervisor/manager, and will be considered independently, based on the operational requirements of each department/site. Requests shall not be unreasonably denied.
2. An employee on an approved vacation in one position, and working in the second position shall be paid at straight time rates for regular hours worked in that position.

**H. Personal Vacation Days**

1. Employees can request to have up to (3) days of regular vacation days saved for personal use at a later time. **(Article 15:14)**
2. Carry over of these 3 retained vacation days will be allowed subject to written request being received 60 days prior to end of current vacation year. Such days must be utilized prior to the end of the Employer's current fiscal year.
3. When an employee chooses to save personal vacation days, their total vacation is reduced by that number of days.
4. As long as adequate notice is given in order to accommodate scheduling, the employer will try and approve these as much as possible.
5. The personal leave days are paid individually at the full rate for one work day.

**I. Employees Who Haven't Completed One Year of Service as at the Cut Off**

1. Vacation will be pro-rated for employees who haven't completed one year's continuous employment **(Article 15:07)**

**J. Vacation Allocation for Employees on Leave During Accrual Year**

1. An employee on unpaid leave will accrue the vacation time (hours) but not the vacation pay (dollars).

**K. Vacation Pay**

1. An employee who terminates for any reason is entitled to pay in lieu of vacation earned but not taken **(Article 15:02)** calculated as a percentage of regular paid hours **(Article 15:04)**
2. Employees working 10, 12, & 14 hour shifts, the paid time off that is received is to correspond exactly in hours to the paid time off on a seven and three quarter (7.75) hour shift pattern. **(MOA's #24 & 27)**
3. When the Employer has been unable to schedule part or all of an employee's vacation within the vacation year and as a result finds it necessary to restrict the whole or part of the vacation leave of an employee, the employer **shall** authorize a carryover be subject to deductions of pension fund contributions or life insurance contributions. of vacation into the next vacation year or the payment in lieu of vacation. Such pay shall not **(Article 15:08)**