

# Vacation Planning 2023/2024

**MGEU**  
**Prof/Tech**

# Agenda

- 1. Important Dates**
- 2. Baseline Staffing**
- 3. The Vacation Rule**
- 4. Vacation Scheduling**
- 5. Vacation Pay**
- 6. Personal Vacation Days**
- 7. FAQs**

# Important Dates to Mark in Your Calendar



**February 1**

**March 1**

**March 31**

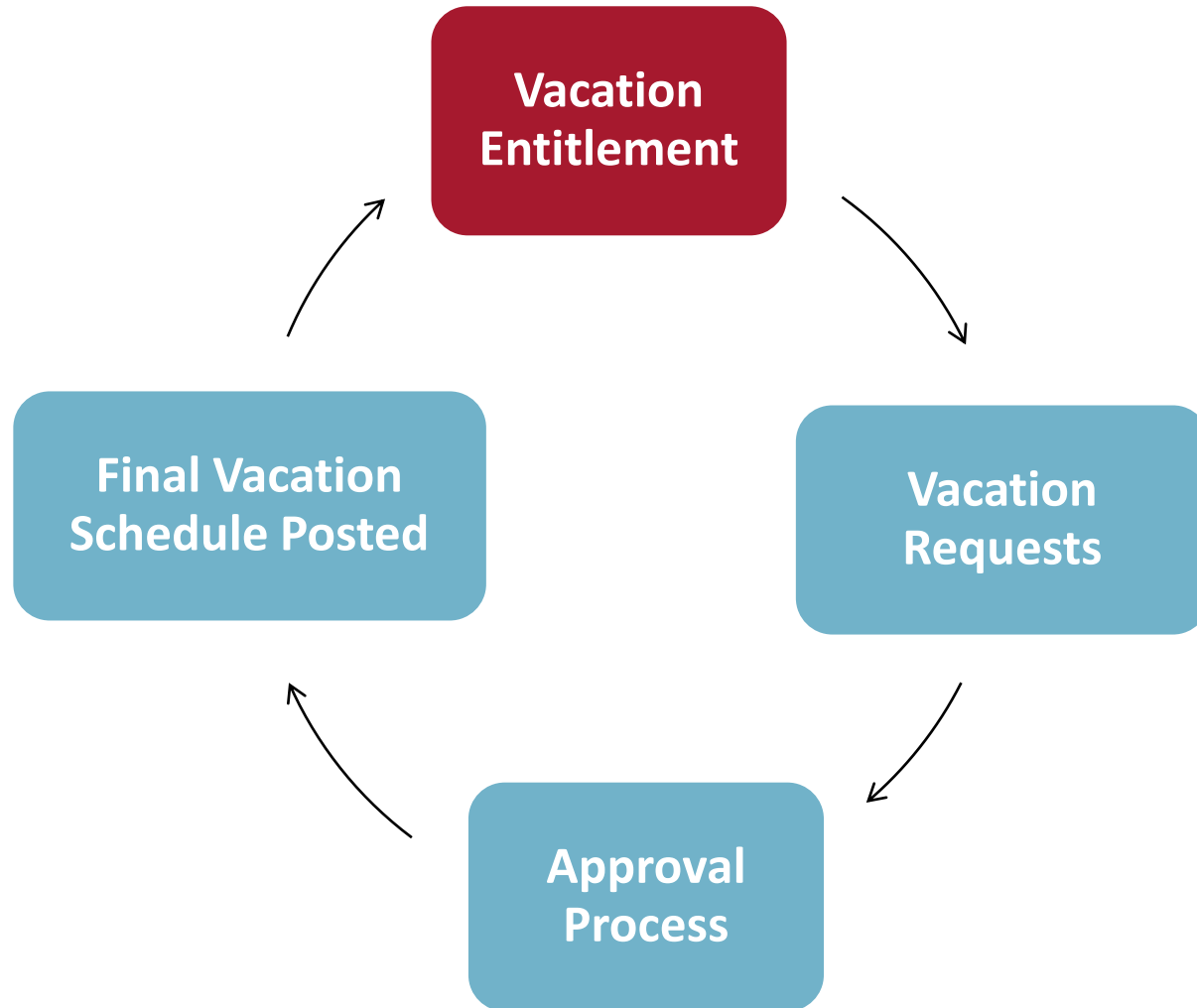
# Baseline Staffing



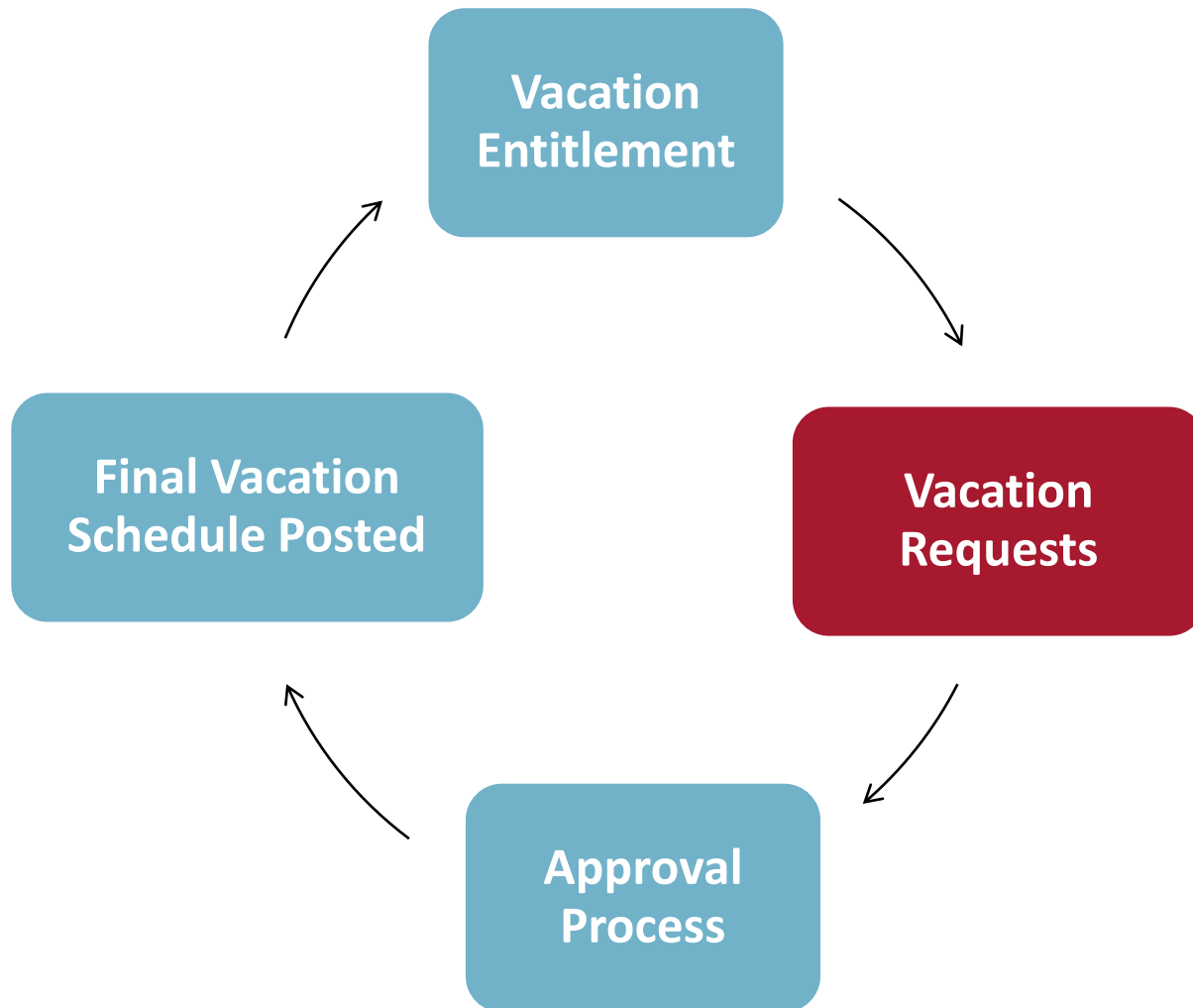
# The Vacation Rule



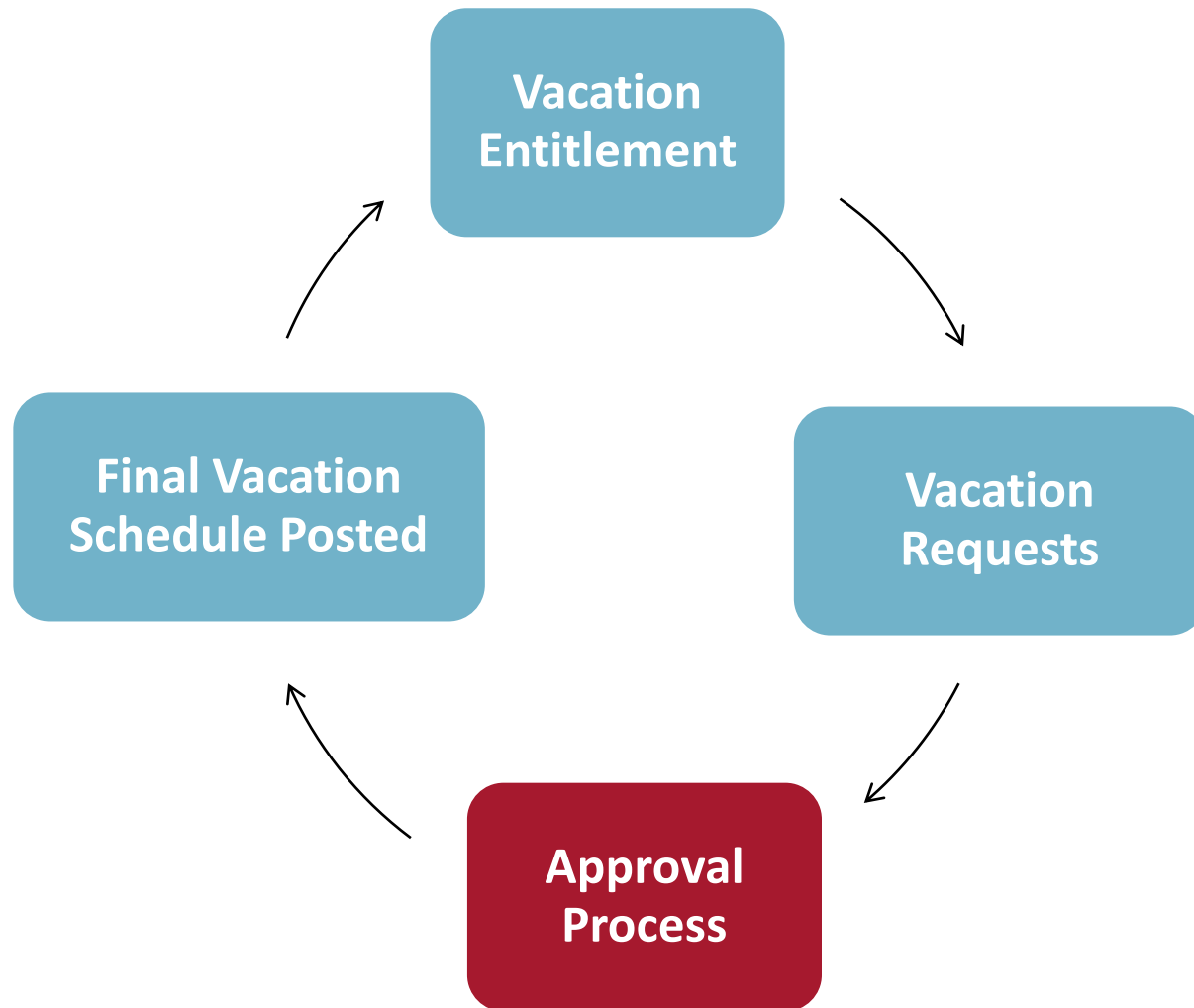
# Vacation Scheduling



# Vacation Scheduling

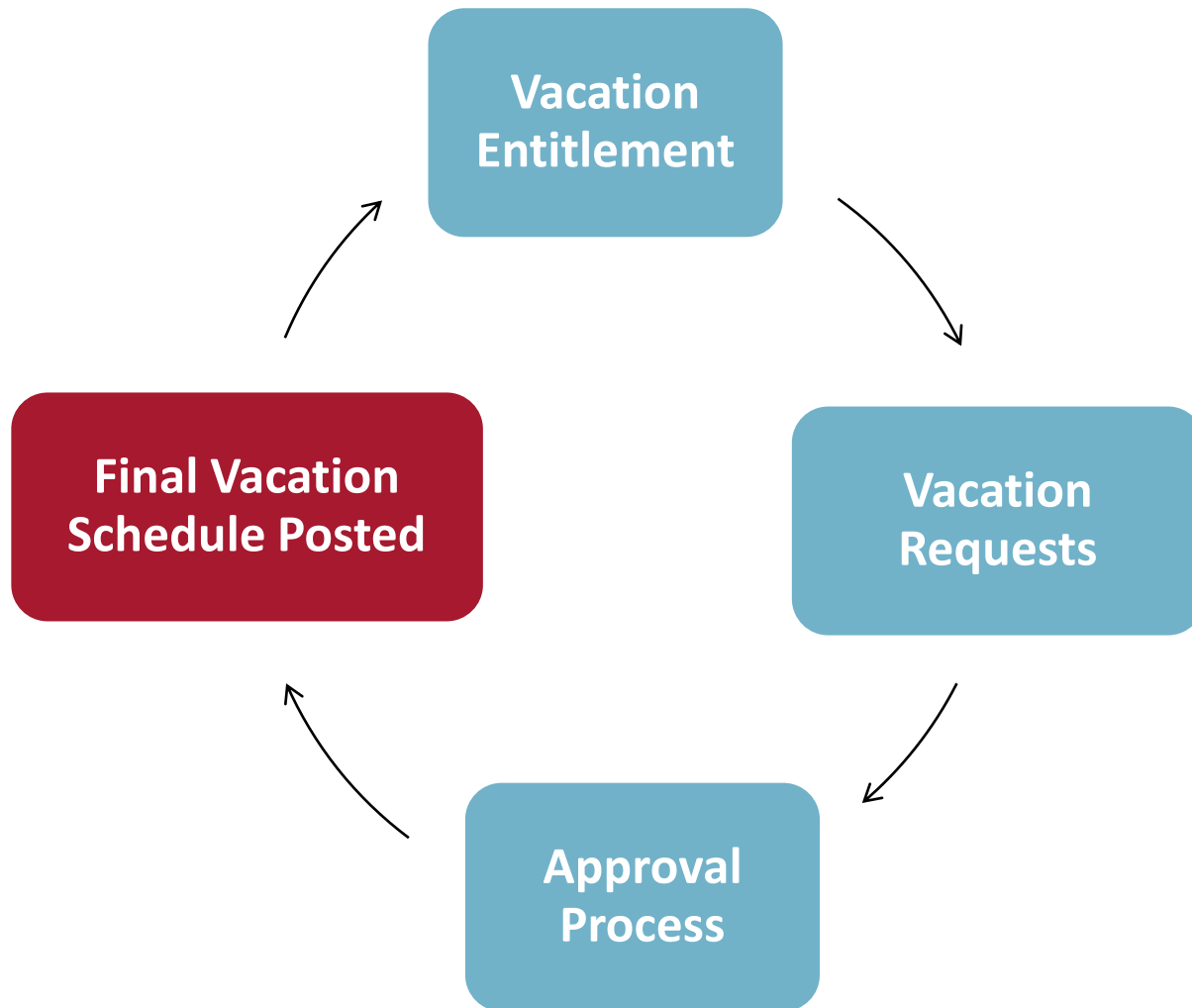


# Vacation Scheduling

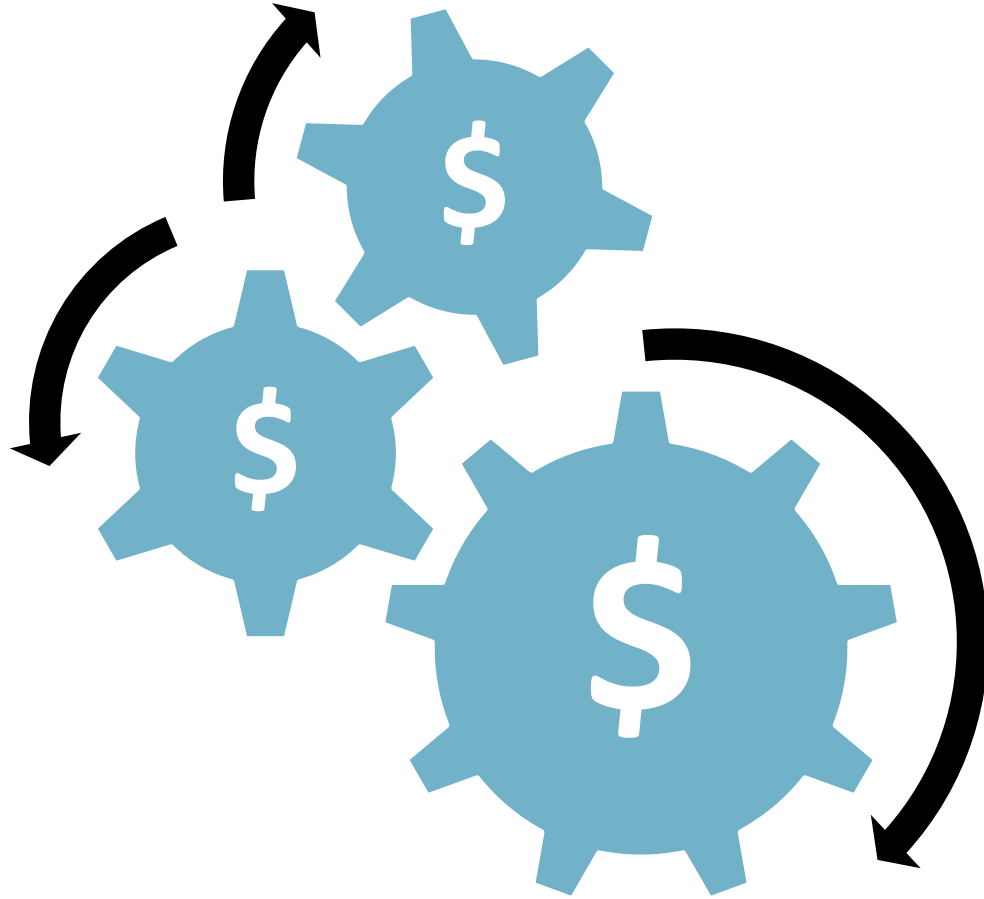




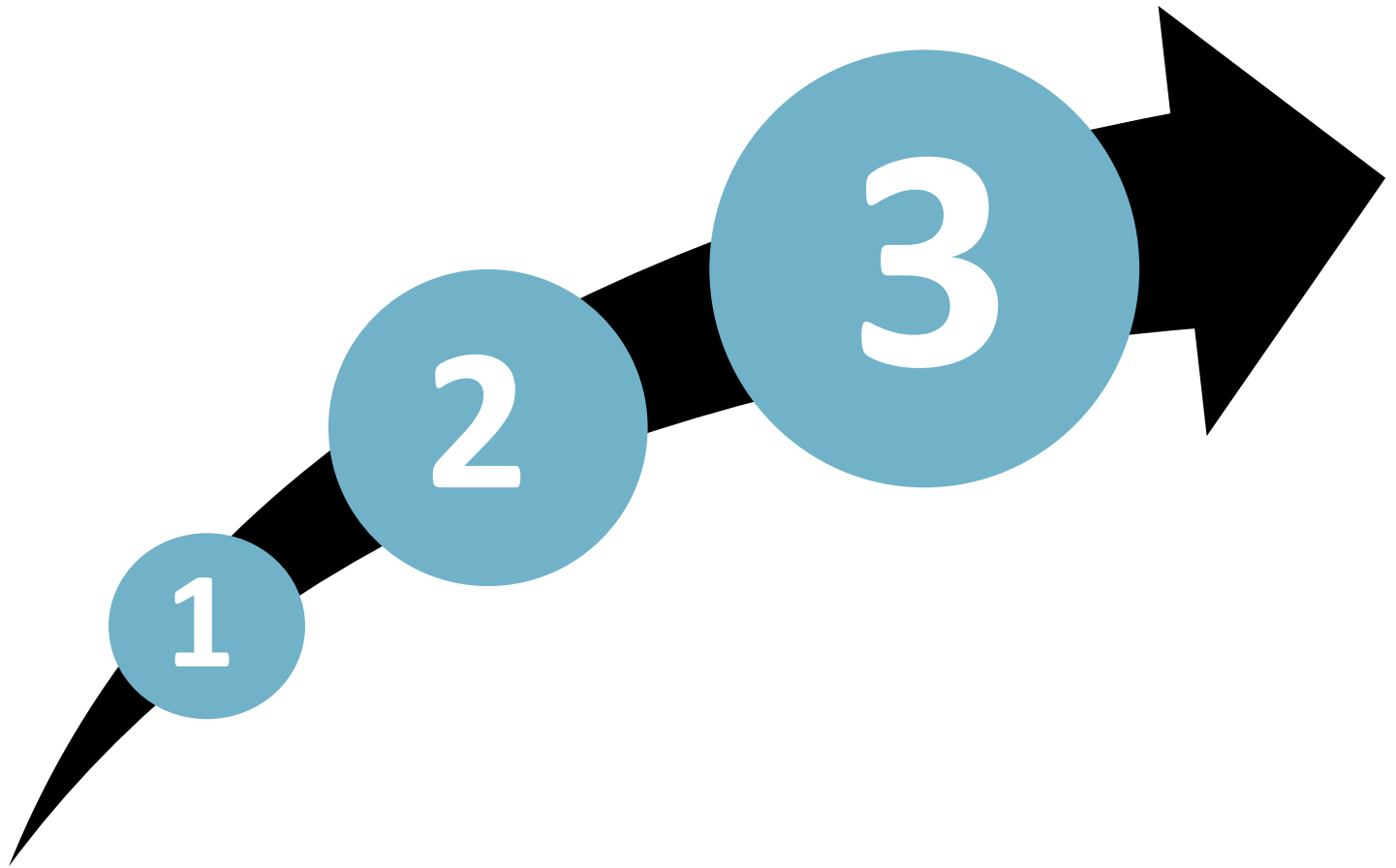
# Vacation Scheduling



# Vacation Pay



# Personal Vacation Days



# FAQs

**Q What do we do if an employee has earned or accrued more vacation hours than their entitlement?**

*Vacation entitlements for time off are based on years of service and should be honored. Hours accrued above the entitlement do not increase the amount of time off an employee will get. Accrued vacation hours are calculated to be paid equally amongst the total vacation days.*

# FAQs

**Q Employees can displace their vacation if they are hospitalized. Does breaking a leg constitute as being hospitalized?**

*If the employee was indeed in the hospital, the employer should support the contract by allowing the staff member to rebook the vacation based on the days in hospital. The employer reserves the right to request medical documentation.*

# FAQs

**Q What should we do if a an employee doesn't book any vacation.**

*Managers should encourage staff to take this valuable earned time from work. As a last resort, vacation pay will be paid out at the end of the vacation year.*

# FAQs

## **Q Can an employee carry over their unused vacation time to the next vacation year?**

*Managers are encouraged to work with staff to take this break from the workplace rather than carry over as to avoid challenges with trying to fit in more days/hours in the new vacation year. There are some situations when an employee can carry over unused vacation time. Article 1906 (3) allows employees to carry over 10 days (prorated for part time) based on Maternity Leave or by mutual agreement. See Article 15:08, 15:14*

# MGEU P/T Collective Agreement

## Articles Referencing Vacation

- *Article 4:01* – Casual employees, vacation pay.
- *Article 12:01 (d)* – Part-time employees, requests for overtime while on scheduled vacation.
- *Article 15:00* – Annual Vacation
- *Article 16:05* – Re-scheduling of vacation due to employee being hospitalized.
- *Article 17:05* – Requests for Bereavement Leave while on scheduled vacation.
- *Article 18:04* – General holiday falling during scheduled vacation day.
- *Article 18:12* – Personal Vacation Days.
- *Article 24:01 and 24:08* – Part-time employees, annual vacation entitlement.
- *Article 24:03 and 24:07* – Part-time employees, annual vacation accrual.
- *Article 28:13* – Calculation of vacation paid for an employee on layoff.
- *Article 35:05* – Part-time employees occupying more than one position, accrual of vacation.
- *Article 35:06* – Part-time employees occupying more than one position, scheduling annual vacation.



Questions?

Thank you and good luck with the coming year's vacation planning!!

Feel free to contact Labour Relations with any questions you may have:  
**[labourrelations@southernhealth.ca](mailto:labourrelations@southernhealth.ca)**