



**PROVINCIAL MNU VACATION SCHEDULING GUIDELINES**  
**APRIL 1 VACATION YEAR**

The goal of the MNU Vacation Scheduling Guidelines is to ensure that all nurses employed by an Employers Organization, and covered by the MNU Collective Agreement receive their annual vacation scheduled in a fair and consistent manner and in compliance with the Collective Agreement.

**A. Vacation Entitlement Lists**

1. MNU Vacation Entitlement Lists for each unit/site will be posted in an accessible location by February 1<sup>st</sup> of each year. The Vacation Entitlement Lists are prepared by Human Resources.
2. The Vacation Entitlement List shall reflect each nurse’s projected vacation entitlement as at March 31<sup>st</sup> of each year.
3. The Vacation Entitlement Lists will be prepared in seniority order and will indicate the following:
  - i) a) Number of nurses in each occupational classification that may be scheduled for vacation at any one time, i.e. LPNs, Nurse IIs and Nurse IIIs  
OR  
b) Total number of nurses, regardless of classification that may be scheduled for vacation at any one time, when occupational classification is not a consideration.
  - ii) Nurses name
  - iii) Seniority Hours
  - iv) Projected vacation (paid) entitlement hours (accrual rate changes on the anniversary date, therefore vacation entitlement in the transition year will be less than the new accrual rate based on date of change)
  - v) Projected vacation (unpaid) entitlement hours (accrued while on leave of absence).
  - vi) Projected vacation entitlement in weeks
  - vii) Projected bonus week if applicable

**B. Vacation Rules – How Many Nurses Can Be Off?**

1. Manager/designate must post the number of nurses that can be off per 24-hour period, not per shift. To clarify, the vacation rule may be two nurses off on vacation at any one time. The vacation rule cannot be one nurse off on days and one nurse off on nights. Master rotations and shift schedules are subject to change, approved time off must not be granted by shift, and should be granted based on the total number of nurses able to be off at any one time based on the date.

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2. The vacation rule can change throughout the year by month or week. However, the rules for the entire year must be posted with the Vacation Entitlement List.
3. Manager/designate must consider the number of nurses on the unit/site and the total number of weeks vacation on the unit/site when determining number of nurses that can be on vacation at one time, as all nurses on the unit/site are entitled to take their allotted vacation.
4. Remember this does not include the Employer obligations under the Collective Agreement to manage leaves that include sick, bereavement, stats, etc.

**C. Vacation Scheduling Appointments**

1. On February 1<sup>st</sup> of each year, a schedule will be posted confirming an appointment for each nurse in order of seniority with their immediate Manager/designate.
2. The purpose of this appointment is for each nurse to indicate in writing their choice of vacation dates.
3. The earliest date these appointments are to commence is February 15<sup>th</sup>. Preferably, the appointments should be scheduled to commence March 1<sup>st</sup>. Depending on the number of nurses at each respective unit/site it may be necessary to commence appointments prior to March 1<sup>st</sup> but no sooner than February 15<sup>th</sup>.
4. It is imperative that nurses are provided with sufficient notice of their vacation scheduling appointment. It is also imperative that nurses on LOA, income protection, vacation, etc. are notified of their vacation scheduling appointment.
5. Nurses in term positions that do not end before April 1<sup>st</sup> shall also indicate their vacation requests on the unit/site that they are working on when their appointment is scheduled.  
  
Nurses in term positions that, at the time of posting the vacation meeting schedule, are known to end before April 1<sup>st</sup> shall indicate their vacation requests on the unit/site that they will be working on as of April 1<sup>st</sup>.
6. These appointments shall take place in person, unless otherwise mutually agreed, and shall include reviewing the vacation selected/approved to date. If mutually agreed, a nurse may select their vacation by telephone or a designate of a nurse if prior arrangements are made with the Manager/designate.
7. Appointments can be scheduled in 30-minute intervals. **The nurse's schedule should be taken into account (i.e. may not be reasonable to schedule appointments back to back where a nurse would have to interrupt their sleep to attend their appointment).**
8. Nurses are to come to the appointments prepared to indicate in writing their choice of vacation dates.
9. All of the nurse's earned vacation (including Bonus Week if applicable) must be chosen at the vacation scheduling appointment, except for the three (3) 7.75 hour days (or two 12 hour shifts) as per Article 2101 of the Collective Agreement. If nurses do not select these three (3) 7.75 hour days (or two 12 hour shifts) during their vacation scheduling

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appointments, seniority will not be considered when these dates are requested at a later date. A nurse must request to use these vacation days in accordance with Article 1501 of the Collective Agreement.

A nurse must use current annual vacation (which was earned during the previous vacation year) during the current vacation year. If the current annual vacation is not used or scheduled by January 15th, the Employer has the right to schedule the vacation prior to the end of the current vacation year. Vacation may be paid out only in extenuating circumstances. Nurses who go on a leave of absence (other than Maternity or Parental Leave) which extends beyond the current vacation year shall have their vacation paid out at the end of the vacation year.

As per Article 2303 (d), a nurse who is on D&R/WCB/MPI prior to the commencement of their vacation shall, upon request, have their vacation displaced and such vacation shall be rescheduled at a time mutually agreed between the nurse and the Employer within the available time periods remaining during that vacation year. If the nurse's current annual vacation cannot be reasonably scheduled by the end of the current vacation year the nurse may elect to carry over to the next vacation year up to five (5) days (38.75 hours) of current annual vacation (pro-rated for part-time based on the nurse's EFT).

10. The vacation schedule shall be updated on an ongoing basis and shall be posted in an accessible location to allow nurses to remain current on what vacation periods have already been selected. The vacation schedule should be updated immediately following each nurse's selection.
11. Unless previously arranged as per #6 above, it is mandatory for nurses to attend their vacation scheduling appointment. Except in extenuating circumstances, a nurse who fails to attend their appointment to indicate their choice of vacation dates shall be placed at the bottom of the seniority list for that unit/site. Accordingly, when the schedule of appointments is completed, the Manager/designate will meet with the nurse(s) who failed to attend their scheduled appointment and, in consultation with the nurse, will schedule said vacation within the time periods remaining. Extenuating circumstances include, but are not limited to, a motor vehicle accident on the way to the appointment, death in the family, etc. Extenuating circumstances do not include, "I forgot", "my car did not start", etc.
12. When conducting the vacation scheduling appointments, the Manager/designate should ensure that they have the Vacation Entitlement List and a calendar appropriate for conducting the vacation scheduling appointments. Although nurses select vacation based on calendar dates and not their Master Rotation, it may be helpful to be able to refer to their rotations and explain/remind the nurse of potential shift adjustments as per Section F. Individual nurses indicating in writing their own vacation requests are to use the Annual Vacation Request Form. These individual forms are to be maintained by the Manager/designate in a separate file to back up the approved vacation schedule and thereafter can be destroyed after the completion of the vacation year. To account for shift

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adjustments, no requests for scheduling of Recognized Holidays, banked time, etc. should be considered at this time. To ensure time off the nurse should be booking vacation.

13. When a nurse is granted a Maternity and/or Parental Leave and is not anticipated to return prior to March 31<sup>st</sup>, every reasonable effort will be made to schedule their vacation prior to the leave. The nurse may retain five (5) vacation days to utilize upon return from Maternity and/or Parental Leave as per Article 2408 C.2.
14. Vacation is to be requested in weeks, indicating the day of the week vacation is requested to begin as per Article 2101 (i.e. the request is for three weeks starting Wednesday, July 6).
15. A part-time nurse who requests one week of vacation that includes their entire EFT, is advised that this is two weeks of vacation as per Article 3405 (a) and (b).
  - i) One week of vacation is equivalent to half of the nurse's EFT.
  - ii) Two weeks of vacation is equivalent to the entire EFT.

| <b>EFT</b> | <b>7.75 Hours/1 Week Vacation</b> | <b>11.63 Hours/1 Week Vacation</b> | <b>7.75 Hours/2 Weeks Vacation</b> | <b>11.63 Hours/2 Weeks Vacation</b> |
|------------|-----------------------------------|------------------------------------|------------------------------------|-------------------------------------|
| 1.0        | 5 days                            | 3.3 days                           | 10 days                            | 6.7 days                            |
| 0.9        | 4.5 days                          | 3 days                             | 9 days                             | 6 days                              |
| 0.8        | 4 days                            | 2.7 days                           | 8 days                             | 5.3 days                            |
| 0.7        | 3.5 days                          | 2.3 days                           | 7 days                             | 4.6 days                            |
| 0.6        | 3 days                            | 2 days                             | 6 days                             | 4 days                              |
| 0.5        | 2.5 days                          | 1.7 days                           | 5 days                             | 3.3 days                            |
| 0.4        | 2 days                            | 1.3 days                           | 4 days                             | 2.7 days                            |
| 0.3        | 1.5 days                          | 1 day                              | 3 days                             | 2 days                              |
| 0.2        | 1 day                             | 0.6 days                           | 2 days                             | 1.3 days                            |
| 0.1        | ½ day                             | 3.5 hours                          | 1 day                              | 7 hours                             |

16. Nurses who request to retain up to three (3) vacation days (or two 12 hour shifts) for personal use shall have their number of weeks of vacation reduced as follows:
  - i) If 0.6 EFT, reduced by 1 week (1 week = 3 days)
  - ii) If 1.0 EFT, reduced by 3/5 week (1 week = 5 days)

*Note: It is not possible to schedule partial days of vacation for nurses who work 8 or 12 hour shifts. Therefore, the number of days of vacation is balanced over the number of weeks of entitlement the nurse receives. See Appendix A (Vacation by FTE).*

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17. Should a nurse reserve three (3) vacation days (or two 12 hour shifts), the number of vacation blocks is reduced as identified in the table listed below:

EFT	= Vacation Taken
1.0	½ week vacation
0.9	½ week vacation
0.8	¾ week vacation
0.7	1 week vacation
0.6	1 week vacation
0.5	1 week vacation
0.4	2 weeks vacation
0.3	2 weeks vacation
0.2	3 weeks vacation
0.1	6 weeks vacation

To determine number of days off for partial weeks, a partial week is scheduled as a block that is reduced. Nurses can use banked time to supplement the unpaid portion of the week up to their annual allotment.

In situations where a nurse has saved three (3) days and this request results in the nurse having a partial week of vacation, it is understood that the nurse may request to use banked time in accordance with Article 1501 to complete this partial week of vacation. The chart below summarizes how many days to book off during the partial weeks.

Partial Week of Vacation	Number of Days to book off (12 hours)	Number of Days to book off (8 hours)
.1	.5	.5
.2	.5	1
.3	1	1.5
.4	1.5	2
.5	2	2.5
.6	2	3
.7	2.5	3.5
.8	3	4
.9	3	5

18. A nurse will accrue paid vacation beyond their EFT due to working additional shifts. This does not increase the number of vacation blocks to which the nurse is entitled.

Where a nurse is entitled to both paid and unpaid vacation, a nurse’s additional paid vacation time accrued due to working additional shifts is paid over a full week of paid entitlement and is apportioned equitably over the number of vacation weeks if the nurse reserved three (3) vacation days.

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**D. Approved Vacation Schedule**

1. The approved vacation schedule within each unit/site will be posted no later than April 1<sup>st</sup> (March 31<sup>st</sup> @ Manitoba Adolescent Treatment Centre). The approved vacation schedule shall list the dates of each nurse’s vacation block(s) and vacation hours to be paid within each block.
2. The approved vacation schedule within each unit/site shall not be changed unless mutually agreed between the nurse and the Employer. As nurses select vacation based on seniority, this should be reserved for extenuating circumstances and discussed with Human Resources. If approved, the vacation must be re-booked at the time the request to change vacation is approved.
3. Nurses on vacation should not be picking up additional shifts as vacation is selected based on seniority. Nurses who are on vacation should only be called as a last resort.

**E. Bonus Week of Vacation (Article 2104)**

A nurse is provided an extra vacation bonus in recognition of long service as a nurse.

1. Full-time: Five (5) extra paid days (1 week) are granted in the vacation year in which a full-time nurse completes 20 years (and each subsequent 5 years) of continuous employment (as clarified in Article 2105).
2. Part-Time: Up to five (5) extra paid days (1 week) prorated based on regular paid hours in the preceding vacation year, in the vacation year in which a part-time nurse completes 20 years (and each subsequent 5 years) of continuous employment (as clarified in Article 2105).
3. The Bonus Week can be taken prior to the anniversary date if the nurse so requests in accordance with Article 2109; however, if the nurse terminates employment prior to the actual anniversary date, any of the bonus week taken must be repaid.
4. A nurse who has been off on an unpaid leave of absence during the vacation accrual year immediately preceding their anniversary date is still entitled to the paid “Bonus Week” of vacation. If a nurse is on unpaid leave of absence for the entire vacation year that they would otherwise qualify for this bonus week, the nurse is not entitled to the bonus week and it does not carry over. The nurse then would not receive the bonus week until the subsequent five-year bonus period.

If a nurse was on a leave of absence the previous year, they are entitled to the bonus week of vacation and is paid based on the EFT. The bonus week is paid even if the nurse was on a leave.

**F. Full-Time Nurses Vacation**

1. Vacation must be requested in weeks. One week’s vacation is equal to 5 paid days (7.75 hours) as per Article 2101. If a statutory holiday falls within a vacation request, vacation will be assigned and the Recognized Holiday will be banked or scheduled.

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**G. Part-Time Nurses Vacation**

1. Vacation must be requested in weeks. One week’s vacation is equal to 5 paid days (pro-rated) as per Article 3405 (a). Excess vacations are those hours earned by the part-time nurses working occasional additional available shifts above their FTE. To ensure that the part-time nurses are treated similarly to full-time nurses with respect to vacation weeks, the following formula is used to calculate vacation hours to be paid within each vacation week requested.

$$\frac{\text{Total Vacation Hrs Earned}}{\text{Vacation Weeks Earned}} = \# \text{ of hours vacation paid per week regardless of EFT}$$

**H. Nurses Who Hold Two Part-Time Positions**

1. Nurse must schedule vacation separately in each department.
2. Vacation is approved separately in each department in accordance with the Vacation Scheduling Guidelines.
3. A part-time nurse who has four (4) weeks of vacation, can book the four (4) weeks of vacation in each department.

**I. Allocated Vacation Days Per Week Must Equal FTE – Adjustments to Shift Schedules**

1. Ensure that the nurse has utilized all vacation days during the selected weeks of vacation. If not, review the vacation selected and move shifts (either into a week of vacation or out of a week of vacation) based on operational requirements prior to posting the shift schedule which includes the scheduled vacation. The purpose is to provide equitable vacation blocks according to the Nurse’s FTE.
2. A week(s) of vacation that includes too many shifts or too few shifts (as per FTE) have to be adjusted (Refer to Appendix A for number of shifts/week).
3. It is important to remember that the nurse owns the FTE, not the schedule.
4. If there are too many days scheduled in the requested week of vacation, the Manager/designate needs to move shifts into that rotation period. Managers/designates should utilize this as built in relief and schedule the nurses’ shifts that require coverage.
5. If there are not enough shifts scheduled in the requested week of vacation, the Manager/designate must move shifts from the nurse’s rotation into that week of requested vacation. The Manager/designate will then need to cover those shifts so moved.
6. By posting the shift schedule, each nurse is made aware of the shifts moved to maintain their FTE.

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

1. During an approved leave of absence, employment is considered continuous. Nurses are still employed, but not earning wages while on the leave. Nurses who return from leave are entitled to full vacation time (# of weeks as per Article 2103) but not full vacation

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pay. If a nurse wishes to request the unpaid vacation accrued while on leave that request must be made as per Section B above.

2. Nurses choosing unpaid vacation cannot cancel the unpaid vacation later. See Section C 2. The nurse may have chosen weeks another nurse was subsequently denied because vacation is selected on the basis of seniority.
3. Nurses who have been on Maternity and/or Parental Leave can book the five (5) retained days and unpaid vacation time utilizing their seniority.
4. Nurses who have been on an unpaid leave of absence during the vacation accrual year **related to D&R/WCB/MPI** (excluding Maternity and/or Parental Leave) and who schedule unpaid vacation, can book the five (5) retained days and unpaid vacation time. Nurses are able to utilize seniority when requesting said vacation (five retained days and unpaid days). Retaining five (5) days will increase the nurse’s annual entitlement by one week for this vacation year only.

The following formula is used to calculate vacation hours to be paid within each vacation week requested.

$$\frac{\text{Total Unpaid Vacation Hrs Earned}}{\text{Vacation Weeks Earned}} = \# \text{ of hours unpaid vacation per week regardless of EFT}$$

**K. New Hires/Nurses Who Change FTE During Vacation Year**

1. The rate of vacation accrual determines the vacation weeks, not the hours of vacation earned as per Article 2103.
  - i) A part-time nurse worked 0.5 FTE position, earned vacation at the four-week rate and earned 116.25 hours of vacation. They have requested a vacation period of three (3) weeks and one period of one (1) week. The nurse moved to a full-time position in the interim. So, four (4) weeks’ vacation now equals 155 hours. The nurse is granted their request even though they have inadequate vacation hours for all the scheduled shifts in the three (3) week and one (1) week vacation periods. However, the nurse may choose to take only fully paid vacation weeks (i.e. this nurse could just take three weeks). The nurse shall not be forced to take an unpaid leave of absence in order to be off for the entire weeks (i.e. this nurse could choose not to take one unpaid week). The above applies to the new hire that has not accrued three (3) weeks of vacation hours. **For clarity: the paid vacation hours will be converted to full paid weeks of vacation, if there are any vacation hours remaining that would be averaged over the paid weeks. It does not form part of an unpaid vacation week.**
  - ii) A full-time nurse who has earned 155 hours vacation (four weeks) and goes to a 0.5 FTE part-time position will be paid four weeks’ vacation (77.5 hours). The remaining 77.5 hours will be paid as vacation excess during the vacation period as per Section G 1.

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**L. Nurses Who Transfer Between Units/Sites**

1. A nurse who transfers to another unit/site after their vacation request has been approved, shall have their vacation scheduled by the Manager/designate of the new unit/site in consultation with the nurse within the time periods remaining during that vacation year.
2. Notwithstanding the above, as much as reasonably possible, the approved vacation of deleted and bumped nurses shall continue to be approved regardless of the unit/site they are displaced to. This shall not impact previously approved vacation of nurses in the new unit/site. If the displaced nurse prefers to reschedule the vacation at a time that is mutually agreeable to both the Employer and the nurse, that shall occur.

**M. Former Civil Service Nurses – Retaining Vacation Days for Retirement**

1. Former Civil Services Nurses are those nurses who have maintained their pension with the Civil Service Superannuation Plan.
2. A nurse may elect to carry forward vacation credits for retirement purposes.
3. For the purpose of retirement, a nurse may request to carry over up to a maximum of one (1) year of vacation entitlement to be cashed out upon retirement. A maximum of fifty (50) vacation days may be counted as pensionable service in accordance with the terms and conditions of the Civil Service Superannuation Act.
4. Nurses electing to carry over vacation entitlement for retirement purposes shall:
  - a. Provide a written letter of retirement intent with a specified retirement day within the next four (4) fiscal years. Example:
    - i. Nurse submits retirement notice on March 1, 2015
    - ii. 4 fiscal years = the fiscal year of 2019/2020
    - iii. Nurse must retire prior to March 31, 2020
5. A nurse may request to extend their retirement date and provide an alternate date provided that they give the Employer ninety (90) days’ notice of their intention to do so. Such requests shall be subject to the reasonable discretion of the Employer. Should the request to extend the retirement date be approved by the Employer, the nurse may be required to utilize a portion of the accrued vacation references in #3 above.
6. A nurse may request to retire earlier than the retirement date indicated and as approved by the Employer.

**N. Vacation Pay Out**

1. Vacation can only be paid out in extenuating circumstances. Manager/designate must contact Human Resources prior to approving.
2. At the end of the vacation year, there may be a slight variance in the vacation bank, these hours will be paid out **on the last block of vacation.**

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