

# Vacation Planning 2023/2024



# Agenda

- 1. Important Dates**
- 2. The Vacation Rule**
- 3. Vacation Scheduling Appointments**
- 4. Vacation Pay**
- 5. Maintaining EFT**
- 6. Vacation By EFT**
- 7. Personal Vacation Days**
- 8. FAQs**

# Important Dates to Mark in Your Calendar



**March 1**

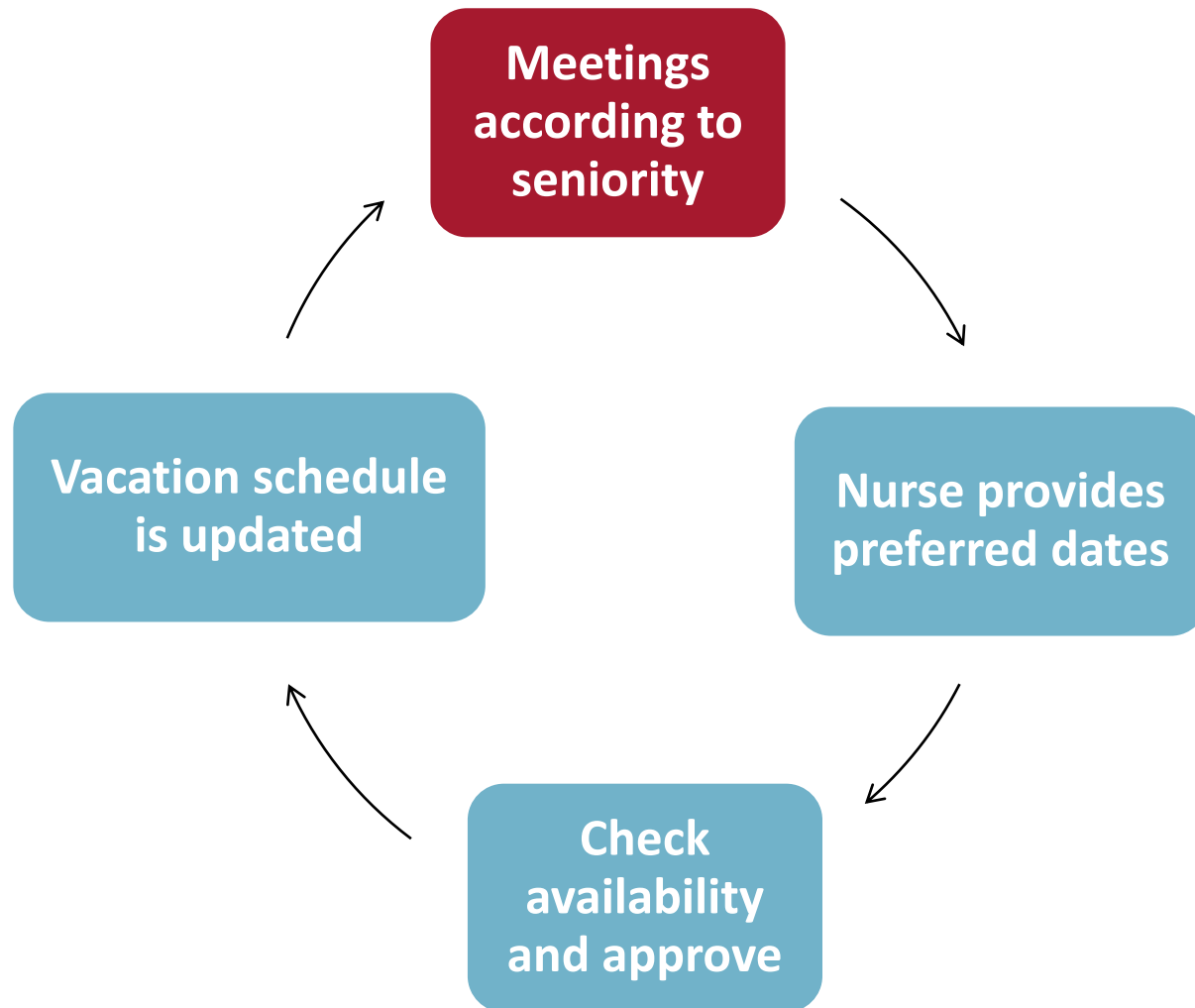
**March 15**

**May 1**

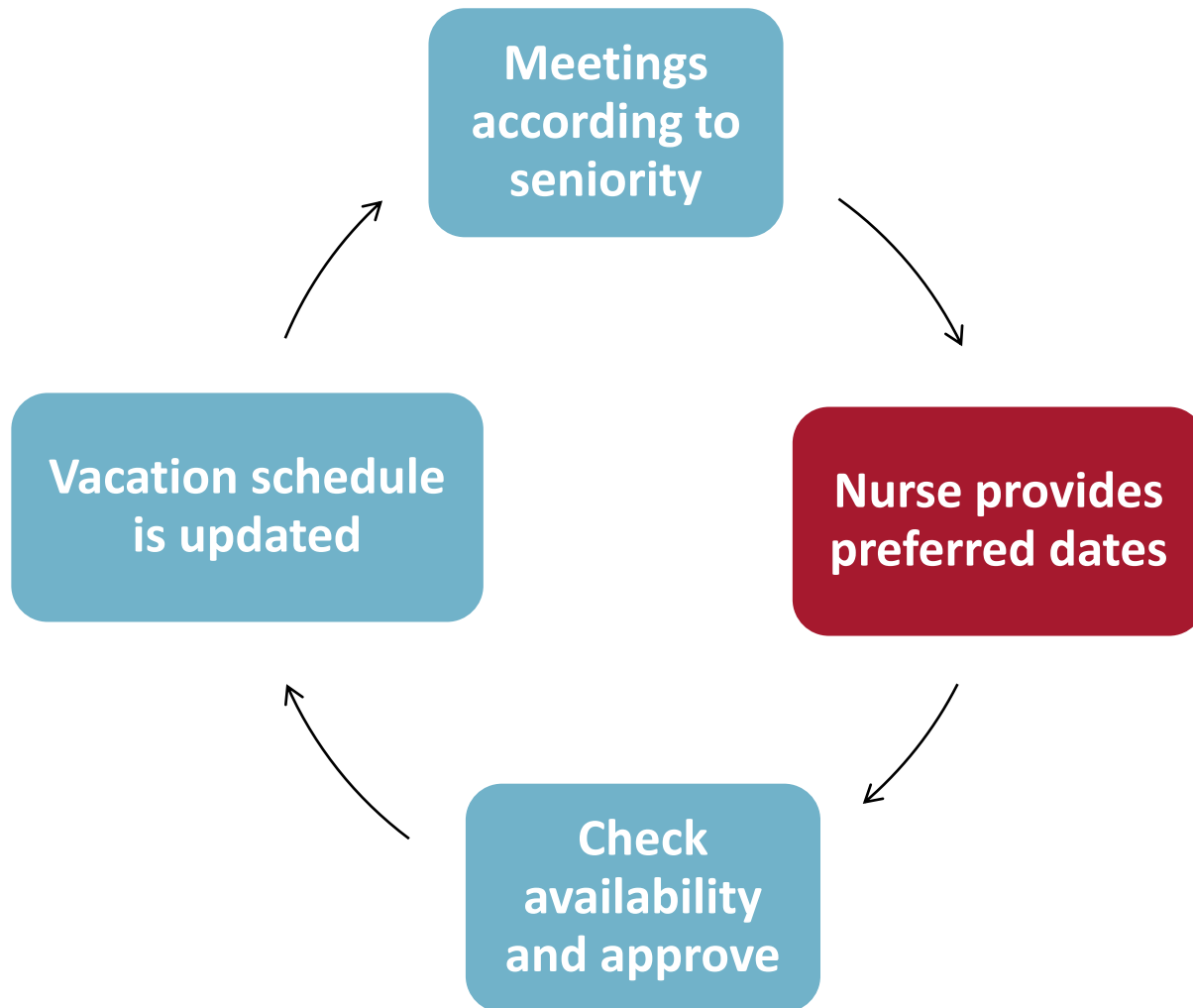
# The Vacation Rule



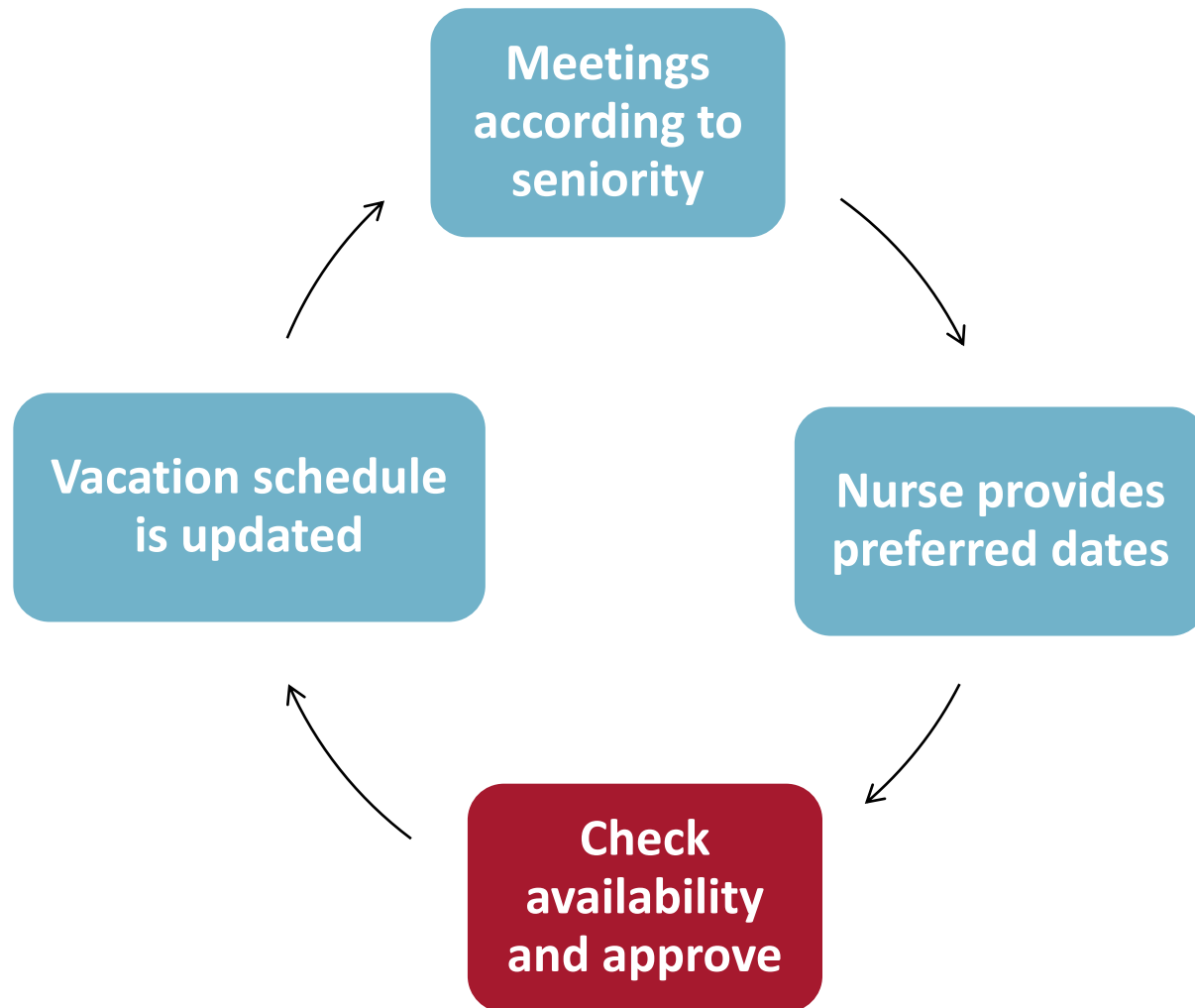
# Vacation Scheduling Appointments



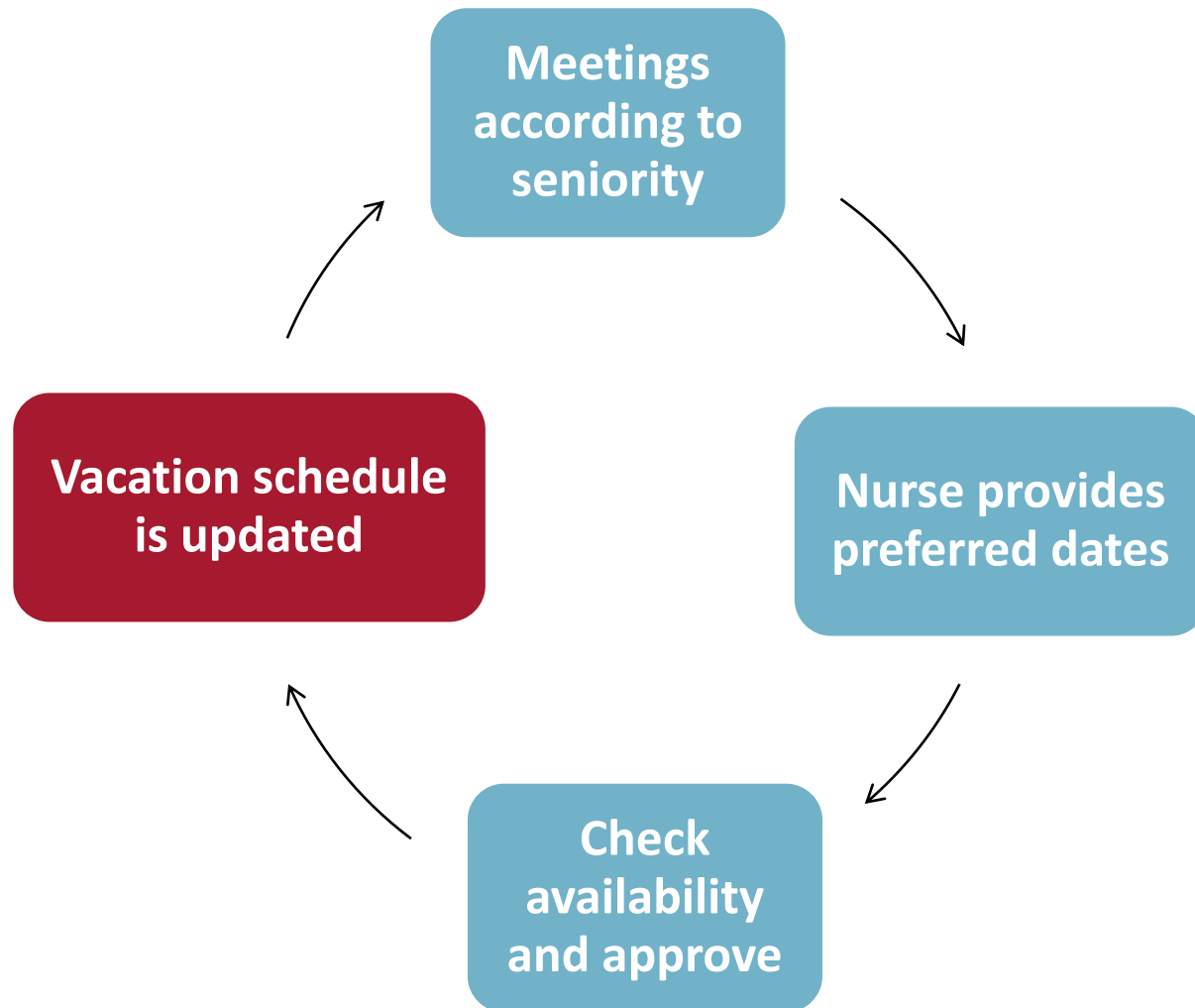
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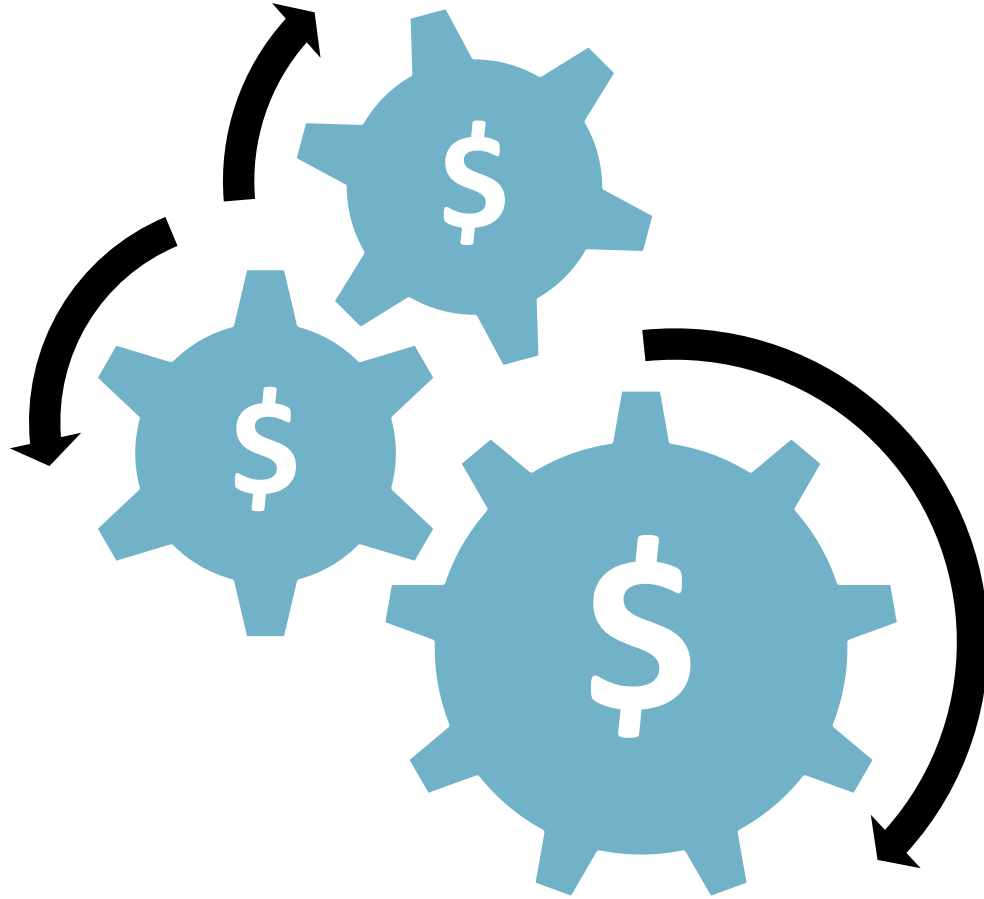


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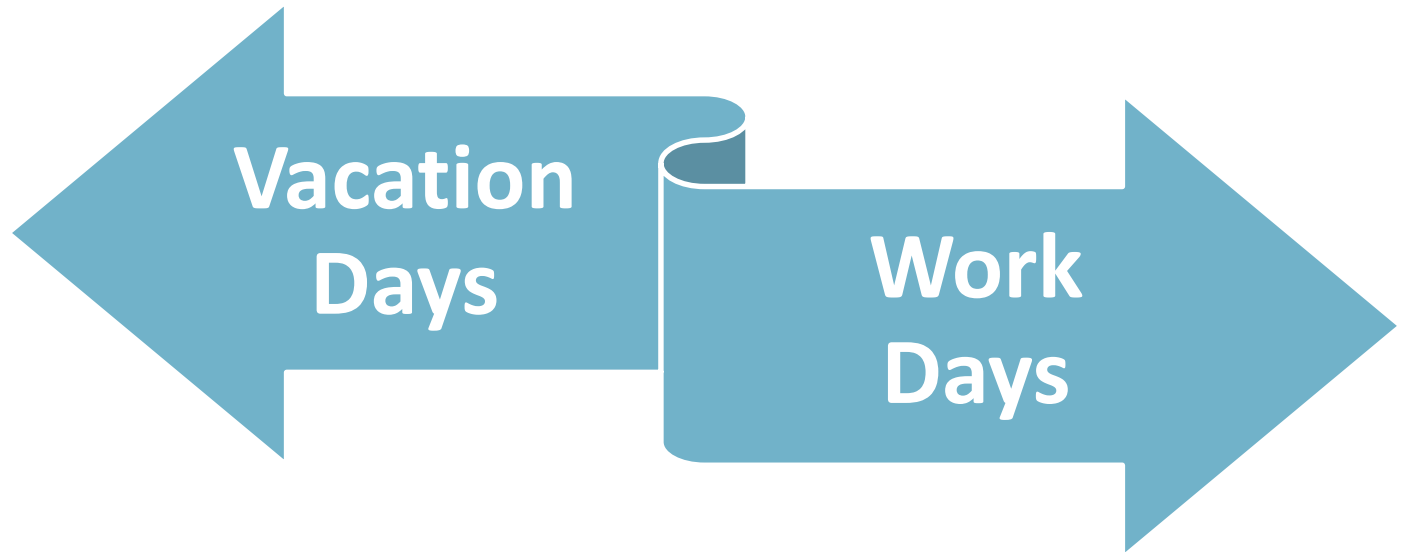




# Vacation Pay



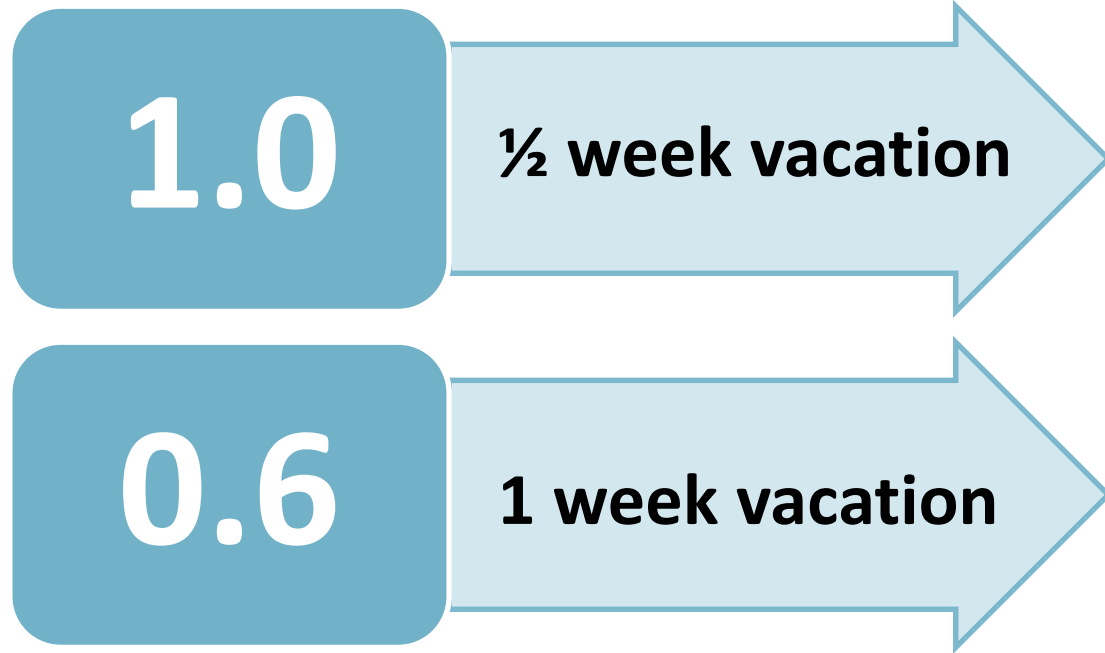
# Maintaining EFT



# Vacation By EFT

EFT	7.75 hrs	11.63 hrs
1.0	5 days	3.3 days
0.6	3 days	2 days

# Personal Vacation Days



# FAQs

**Q Can the employer initiate a blackout period where no employees can book vacation?**

*Although there are no provisions in the Collective Agreement to allow a blackout period, managers are encouraged to review the annual period when determining the vacation rule for the unit or facility. Lowering the amount of staff off at one time during the holiday season is acceptable since you have approximately 50% of employees off already during this time.*

# FAQs

**Q Can a Nurse carry over vacation hours to the next vacation year?**

*Yes, Nurses can carry over up to five days as it relates to an employee who was on Maternity Leave (as outlined in Article 2408 C.2.) or on D&R/WCB/MPI (as outlined in Article 2303 (d)).*

# FAQs

**Q When a Nurse selects the three personal vacation days; what happens to the rest of the block?**

*If the Nurse is full time, the remaining four day block can be independently booked. Should the nurse choose; attach these days to another vacation block resulting in two days paid (based on 7.75 hour shifts). Further information is available on the chart in the MNU Vacation Guidelines handout for part time Nurses and 12 hour shifts.*

# FAQs

**Q Will Nurses' vacation pay increase when they work additional hours above their EFTs?**

*Yes, if Nurses work additional hours above their EFT they will receive extra pay distributed across their vacation blocks. Nurses will not see an increase of entitled time off.*



# FAQs

**Q How do we calculate vacation entitlement for a Nurse who has transferred from another Service Delivery Organization on the MNU Central Bargaining Table?**

*The vacation entitlement will transfer with the Nurse Initiated Mobility in the Collective Agreement. Vacation pay “may” be paid out by the previous employer. The Nurse has the option on how they take vacation at time of transfer. (#30A02)*

# FAQs

**Q Does the Employer need to consider CRNs, RNs and LPNs on separate vacation rules and schedules, taking into consideration the scope of practice requirements?**

*Yes, Leaders will require to take individual nurses classifications and scope of practice into account when developing your vacation rule for CRN, RN and LPN at your Site.*

# FAQs

**Q If a part time nurse opts to cancel pre-booked vacation & work, is overtime applicable?**

*Nurses are only eligible for overtime pay for the actual days for which they were scheduled to be off for vacation.*

*If a part-time nurse opts to cancel a pre-booked 7 day block of vacation, from Monday to Sunday. The nurse was scheduled for vacation to cover their regular shifts on Tuesday, Wednesday & Thursday. The nurse would then cancel vacation days for those three days, and receive overtime pay for those three shifts. Should the nurse pick up additional available shifts on other days within that 7 day block, those shifts would NOT be paid at overtime, unless the nurse is eligible for overtime based on hours worked in that period. (Article 1601)*

*In addition, in the event that a nurse is on scheduled vacation for which they do not have vacation pay, i.e. in the event an employee has returned from a leave, and has opted to take unpaid vacation for that period of time, they are not entitled to overtime pay for their scheduled days of work, unless they are eligible for overtime based on hours worked in that period.*

Questions?

# MNU Collective Agreement Articles Referencing Vacation

- *Article 2100* - Vacations
- *Article 2206* – Adding Stats to complete a partial week of scheduled vacation.
- *Article 2303 (d)* – Re-scheduling of vacation due to employee being on leave due D&R, WCB or MPI.
- *Article 2310* – Re-scheduling of vacation due to employee being hospitalized.
- *Article 3006* – Vacation planning for an employee in a term position.
- *Article 3405(a)* – Part-time employees, annual vacation accrual.
- *Article 3405 (b)* – Part-time employees, annual vacation entitlement.
- *Article 3412* – Part-time employees, Recognized Holiday falling on regularly scheduled day of work but department/unit/program is closed.
- *Article 3502* – Casual employees, vacation pay.
- *Memoranda of Understanding Re: Provisions for Part-time Nurses Occupying More Than One Position (g)* - scheduling annual vacation.

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)**