



**PHYSICIAN AND CLINICAL ASSISTANT OF MANITOBA INC.  
(PCAM)  
VACATION GUIDELINES  
ANNUAL VACATION - FULL TIME / PART TIME EMPLOYEES  
Effective January 2020**

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

**A. Vacation Entitlements**

1. An Employee who has completed one year's continuous service as of the commencement of the vacation year shall be entitled to paid vacation calculated on the basis of vacation earned at the following rates: (See Article 13.03)
  - After one (1) years of service – twenty (20) working days
  - After eleven (11) years of service – twenty five (25) working days
  - After twenty one (21) years of service – thirty (3) working days
2. Employees on Workers Compensation will continue to accrue paid vacation for a period of one (1) year from the date of the first (1st) absence from work, related to the occurrence of the compensable injury or illness. (See Article 13.05)

**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 May 1<sup>st</sup> to April 30<sup>th</sup> (See Article 13.01)
2. All requests for earned vacation leave shall be submitted for scheduling and approval by the Employer. Vacations will be scheduled at a time agreed upon between the Employer and the Employee, in consultation with the applicable Supervising Physician. (See Article 13.07)
3. Considerations to employee preference, personal and extenuating circumstances; this should include seniority as part of the decision making process when approving vacation requests.

4. The number of employees that may be on vacation at any given time will be subject to operational requirements as determined by the Employer. If there are multiple vacation requests for time off submitted pursuant to the scheduling procedures, and the conflicting vacation requests cannot be resolved, the Employer will give preference to the vacation requests in order of Employee seniority among the applicable group of Employees. (See Article 13.11)
5. Vacation entitlements must be taken within the applicable vacation year and may not be carried over into the following vacation year, unless there are exceptional circumstances and approval is granted in writing, in advance of the end of the vacation year by the applicable Administrative Director of the Employer. (See Article 13.06)
6. If the Employee is unable to take earned vacation as approved due to a specific request in writing from the Employer, then every effort shall be made by the Employee and Employer to reschedule the vacation prior to the end of the vacation year. (See Article 13.08)

**D. Bonus Week of Vacation**

1. In recognition of length of service, each Employee shall receive an additional five (5) working days of vacation on completion of twenty (20) years of continuous service, and on each subsequent fifth (5th) anniversary of employment. Such days shall be taken during the vacation year in which the 20th or subsequent 5th anniversary occurs. (See Article 13.04)

**E. Vacation Allocation for Employees Who Have Completed Less Than One Year of Employment**

1. An Employee who has completed less than one (1) year's continuous employment as of the commencement of any vacation year shall be granted pro-rated vacation. Employees may request and if operational requirements of the Employer permit, may also receive leave without pay to complete any partial week of vacation. The Employer may permit the Employee that has completed less than one year of service at the commencement of a vacation year to supplement the time off up to five (5) working days of additional unpaid leave. The combined vacation entitlement and unpaid leave shall not exceed twenty (20) working days. (See Article 13.02 (a))
2. The Employer may permit an Employee to take up to fifteen (15) working days' unpaid leave during the period between the Employee's date of hire and the commencement of the vacation year immediately following the date of hire. The maximum fifteen (15) working days shall be prorated based upon the Employee's date of hire. (See Article 13:02(b))

**F. Part-Time Employees**

1. Part-time Employees shall be entitled to paid vacation according to sub-article 13.03; except vacation pay shall be calculated as a percentage of regular hours paid. A part-time Employee shall receive his/her entitled vacation over a period of time equivalent to the vacation period of a full-time Employee. (See Article 13.09)

The Labour Relations Team is available to provide further clarification; please contact your designated area Labour Relations Officer for support.