

Vacation Scheduling 2020/21

PCAM

PCAM Vacation Guidelines

- ***It is recommended to review the baseline staffing numbers before beginning the vacation approval process to establish how many employees will be allowed off on any given day (and shift)***

PCAM Vacation Guidelines

- The vacation year shall be from May 1st to April 30th (see Article 13:01)

- Employee preference, personal and extenuating circumstances should be considered
- Seniority is also part of the decision making process when approving vacation requests

- 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 leave without pay to complete any partial week of vacation
- Employer may approve if operational requirements allow

- 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))

- 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))

- 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

- 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)

- Employees on Workers Compensation will continue to accrue paid vacation for a period of one (1) year from the date of the occurrence of the compensable injury or illness(see Article 13.05)

- Vacation entitlements must be taken within the applicable vacation year
- Vacation hours cannot be carried over into the following vacation year, unless there are exceptional circumstances and the employer approves (see Article 13.06)

- 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)

- 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)

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

- An Employee who terminates employment for any reason is entitled to pay in lieu of vacation earned but not taken. (see Article 13.10)

- **Vacation scheduling procedures will be established by the Employer in consultation with PCAM.**
- The number of employees that may be permitted to 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)

Questions