

Understanding Your Collective Agreement

Know Your Rights, Empower Your Choices

Vacations (Section F, Article 2)

An employee shall accumulate vacation credits on basic (straight time) hours paid while at work and/or on leave with pay in accordance with the following schedule:

Vacation Accruals (in 24 pay periods)

YEARS OF SERVICE	BENEFIT CREDIT DAYS	VACATION DAYS	VACATION HOURS	ACCRUAL RATE PER HR
0-2.999	5	10	118.80	0.0672
3-9.999	5	15	158.40	0.0896
10-19.999	5	20	198.0	0.1119
20+	5	25	237.60	0.1343

Utilization of vacation will take place in the vacation year following that in which it was accrued.

The vacation accrual and utilization year shall be from the beginning of the pay period, which includes April 1st of one year to the end of the last complete pay period in March of the following year.

If a Corporation Holiday falls within an employee's vacation period, an extra day off in lieu of the holiday will be granted.

An employee may carry over up to 20 days of vacation.

When an employee's vacation period includes one or more paydays, the employee may, on written request, receive vacation pay on the payday immediately prior to the first day of vacation. Requests must be made at least 10 calendar days prior to the payday in question.

Employees have the option to cash out basic vacation credits up to twice per year, and up to an annual maximum of 79.2 hours.

To learn more about your benefits, see the Collective Agreement on our website at www.998.cupe.ca