

Vacation Guidelines and Fact Sheet 2015

Entitlement: Art.16:

Full-Time

- Less than 1 year 1.25 days per month of service
- 1 year - 3 weeks - 112.5 hours 6%
- 3 years - 4 weeks - 150 hours 8%
- 11 years - 5 weeks - 187.5 hours 10%
- 20 years - 6 weeks - 225 hours 12%
- 25 years - 7 weeks - 262.5 hours 14%

If nurses work or receive paid leave for less than 1525 hours, May 1st to April 30th their vacation pay is based on a percentage of gross salary for work performed.

*Nurses who are off on a maternity leave may wish to hold some of their vacation bank balance for when they return to work as a year LOA can impact their paid vacation. Vacations are accumulated May 1st to April 30th and taken the following year from May 1st to April 30th.

Nurses who transfer from full time to part time receive a cash payout of their vacation at the time of transfer and will subsequently be paid vacation percentage based on work performed for the remaining time in the vacation year. Nurses who transfer from part time to full time receive a cash payout of their vacation at the time of transfer and start accumulating vacation hours as FT.

Nurses are entitled to vacation weeks based on their accumulated service, however, the amount they get paid can be affected by the hours worked. Therefore nurses are entitled to take the time off but may have some time unpaid. Example a nurse is entitled to 6 weeks vacation but because she worked less than 1525 hours from May 1st to April 30th will receive pay for about 4 weeks.

Vacation for the 2 weeks at Christmas and New Years is not part of the initial weekly sign up unless in an area approved by the hospital, however, may be considered on an individual basis.

Vacation Quota

The Hospital under their management rights has determined they will identify the number of staff that will be allowed off per week per unit.

Staff are allowed to take vacation for 50 weeks of the year in accordance with the Collective agreement as the 2 weeks and Christmas and New Years are excluded.

Full time and part time vacation quotas's are calculated separately.

The Hospital calculates the quota by adding up the total number of weeks staff are entitled to take.

Once the number is totaled subtract 50(or multiples of 50) and the remaining weeks are the weeks where 2 or more staff are allowed to be off.

e.g. 10 nurses - 8 with 5 weeks, 2 with 7 weeks = 54 eligible weeks – therefore there would be 1 nurse off for each of the 50 weeks and 4 weeks with 2 people off in this example, determined by the seniority of the nurses signing up. The weeks additional staff are to allowed off are not pre identified .

In addition nurses with 6 and 7 weeks of vacation can request up to 3 weeks of individual vacation days, and nurses with less that 6 weeks may request 2 weeks of individual vacation

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days. These days are not signed up as part of the block booking other than to identify the number of weeks of individual vacation days that you are requesting.

This equates to :

3 weeks = 7.5 hour shifts X 15 , 9.38 hour shifts X 12 , 11.25 hour shifts x 10

2 weeks = 7.5 hour shifts x 10 , 9.38 hour shifts X 8 , 11.25 hour shifts x 7

The 2 weeks of individual vacation days does not reduce this quota.

Nurses sign up where they physically are as of Feb 22nd so they are assured of approved vacation which they will then be able to transfer with them if they move to another unit.

Scheduling

- Vacation list is to be posted by the first Monday In November.
- Nurses have until- Feb. 22nd at 1500 to indicate first preference
- 1st approved list in accordance with seniority is posted 1st Monday in March by 1500.
- Nurse are to request their remaining weeks from the vacant week by 3rd Monday in March at 1500 hours.
- Final approved list by 1st Monday in April.

New in 2011:

M-2 (ii) From June 15 to September 15 no more than (3) weeks will be granted to any one (1) individual nurse unless unit staffing allows for more vacation to be approved.

M-2 (iii) "Nurses will sign up in accordance with the number of weeks they are entitled to."

Therefore 4 weeks for the extended tour(traditional schedule) = 2 long and 2 short weeks. = 150 hours.

For the 2D2N schedules the combination might be 3 and 4 day weeks-the number of tours to be taken over 4 weeks is 13-14. The odd shift left would be utilized as an individual vacation day.

Other Scenarios:

Nurse has 5 weeks (odd number) and requests **all** of them as blocked vacation.

The nurse would sign up for 2 long and 2 short. This would leave approx. 3 -11.25 hour shifts left in the vacation bank. This could be taken either as a short week or a long week

If a long week was booked then only 37.5 hours of the week would be paid out as vacation. Nurse could use lieu time or stats to provide full payment.

Staff can only request weekend vacation, if these hours are the only vacation hours they have remaining.

Vacation is granted by seniority.

Vacation that would be approved as of the Feb 22nd transfers with the nurse moving to another unit.

2/3 of individual days must be taken by January 31st.

Remaining individual days are to be requested by January 31st.

Part –Time Vacation

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Job Sharers cover each other for vacation and are not part of the unit vacation quota's.

Part-time receive their vacation payout in June of each year.

Part-time nurse's sign up for the number of weeks that they are entitled.

Part-Time

- | | | |
|----------------|---------|------------------|
| • 1500 hours | 3 weeks | 6% vacation pay |
| • 4500 hours | 4 weeks | 8% vacation pay |
| • 16,500 hours | 5 weeks | 10% vacation pay |
| • 30,000 hours | 6 weeks | 12% vacation pay |
| • 37,500 hours | 7 weeks | 14% vacation pay |

Note - for part time each week reduces their pre booked hours by 2 X 11.25 or 3 X 7.5 hours. Part-time can also request up to 2 weeks of individual vacation days.- 45 hours (commitment of availability). If part-time are entitled to 6 or 7 weeks of vacation they can request 3 weeks of individual vacation days.

One individual vacation day reduces the commitment of availability in a week by one day. I.e. one of 3 X 7.5 hours, 1 of 2 X 9.38 hours. 1 of 2 X 11.25 hours

Note

We have local language under article M that identifies nurses are encouraged when requesting vacation to consider scheduling their vacation requests, so that other staff in their unit will have the opportunity to receive some prime time vacation.