

MNU HOW TO: VACATION PLANNING



The vacation periods for worksites can vary. Be sure to check yours. You can find information on your vacation year in your Collective Agreement. All Collective Agreements can be found on our website.

- Seniority lists must be posted by the employer no later than the end of January, and must be posted in a location that is visible to all members.
- Vacation entitlement lists have required posting dates. You can find the required posting date for your local/worksites under “Vacations” in your Collective Agreement.
- Vacation planning appointments are in person and must begin no earlier than the date specified for your local/ worksite in your Collective Agreement. To find your date, please look under “Vacations” in your Collective Agreement.
- Vacation planning appointments must conclude by the date specified for your local/ worksite in your Collective Agreement. Please find your date by looking under “Vacations” in your Collective Agreement.
- Vacation planning appointments are the only opportunity to use your seniority to request vacation for the upcoming vacation year.
- Vacation requests should be brought to appointments in writing and nurses should obtain the original request.
- Vacation is to be selected in weeks, not days (1 week = 7 consecutive calendar days).
- Updated vacation schedule must be posted in an accessible location at the end of each day.
- Vacation hours will have a final posting and approval date. To find your approval and posting date please check your Collective Agreement under “Vacations.”
- There can be NO blackout periods where no nurse can take vacation.

WARNING:

Failure to attend your vacation scheduling meeting for anything other than extenuating circumstances can result in the nurse going to the bottom of the seniority list.

Extenuating circumstance: Motor vehicle accident

NOT an extenuating circumstance: “I forgot” or “I slept in” or “it’s my day off”





Carry Over

All current annual vacation **MUST** be used except for in 2 special cases:

- Parenting leave.
- WCB leave, D&R leave, and MPI leave.

Parenting leave

- The nurse may elect to carry over up to 5 days to the next vacation year. The balance is to be paid out immediately following the period during which EI benefits were payable.

D&R, WCB, and MPI leave

- Nurse may request to have their vacation rescheduled within the remaining time slots or may carry over up to 5 days to the next vacation year and use seniority to book the time.

Saved Days and Bonus Weeks

- Each nurse, part-time and full-time, is entitled to up to 3 Saved Days (from your vacation entitlement).
- These days may be taken together or separately, may be scheduled at the vacation planning appointment with seniority, or at a later date without seniority.
- The “Bonus Week” is based on length of service.
- After 20 years of continuous service, a one-time “bonus week” is awarded.
- After every five years of continuous service after that, another “bonus week” is awarded.

NOTE: If nurse is on leave for

the entire year that the bonus week is awarded, they cannot carry it over to the next year.

Changing EFT

Part-time to Full-time

- The number of vacation weeks is determined by the accrual rate, not the pay earned.
- Nurse may decide to take less unpaid vacation to maintain full-time pay.

Full-Time to Part-Time

- Maintains the same number of weeks.

Transferring Between Units and/or Sites

- The nurse is not guaranteed to be able to keep the previously approved dates.
- Vacation is scheduled by the manager of the new unit, in consultation with the nurse, within the time periods remaining during the current vacation year.

**Special Note: for nurses who have maintained their pension with the Civil Service Superannuation Plan may elect to accrue vacation benefits for retirement purposes.*

Recognized Holidays, Christmas, and New Years

Recognized Holidays:

- When a recognized holiday falls on a nurses scheduled days off, a day in lieu shall be banked.

Christmas and New Years:

- Nurses shall be assigned time off over Christmas or New Years in alternate years, unless otherwise mutually agreed.

PLEASE NOTE:

1. Requests should not include potential recognized holiday lieu days, banked time, etc.
2. Vacation selection is approved at the meeting.
3. Approved vacation cannot be changed without mutual agreement.
4. Vacation is chosen based on calendar dates, NOT the rotation.
5. There is no limitation to the number of one-week blocks or to the number of weeks that can be taken consecutively.
6. The only way to ensure getting both Christmas and New Years off is by scheduling vacation over both. Just because you worked Christmas last year doesn't mean you will get it off this year if you schedule vacation over New Years.

TIP:

Vacation posting may **NOT** be affected by the employer securing vacation relief and the employer must allot sufficient weeks for all nurses earned vacation.