

# INTERPRETATION / EXPECTATIONS BULLETIN (REVISED)

CUPE 30, CSU 52, IBEW 1007, ATU 569

## Excess Vacation Credits



Edmonton

The following is the language within the Vacation Management Administrative Procedure which is associated with the Vacation Management Directive.

City Policy A1115B: Vacation Management Administrative Procedure

### Vacation Carry Over

Employees shall be permitted to carry over no more than one year's vacation entitlement to the following year. Employees who have accrued more than one year's worth of vacation entitlement at the last day of last pay period of the year will be considered to be in excess.

**As per the above, employees may only carry over one year's vacation entitlement to the following year. The expectation is that supervisors and managers will have worked with their employees to ensure that they are not in excess by the end of the calendar year. This should have been done throughout the year to ensure that there has been adequate time to address any projected excess issues.**

If however, due to operational reasons, an employee does possess excess vacation at the end of the year, it is the expectation that managers and supervisors will work the employee to ensure that the excess is used up prior to the next upcoming vacation scheduling period (outlined for each collective agreement at the end of this bulletin).

**Point in time snapshot:** At the end of each year, unionized employees with excess credits (greater than one year's worth of vacation entitlement) projected up to December 31st are flagged for managers and supervisors. Supervisors are expected to:

- Check scheduled vacation (Jan 1- Apr 29 of the next calendar year if CUPE 30, or see other dates below) to determine whether or not the excess vacation has already been scheduled and therefore will be expended by the end of the collective agreement's vacation year end date; or
- Meet with the employee to schedule the excess vacation, to be used before April 29 (for CUPE 30, or see other dates below), 2018.

For example, in December of 2017, a CUPE 30 employee may be flagged as having 5 "excess vacation" days if no further vacation is used up to the end of 2017.

- First, look at the list of employees who are projected to have excess vacation and see if any of those have booked the excess credits at some point up to the end of March 2018, no further action is required. If not, speak to the employee to put a defined plan in place:
  - If at all possible, the supervisor should work with the employee to take the 5 projected excess vacation days prior to end of 2017.
  - If the employee has 5 days excess credits with no approved vacation plan in place, the supervisor must meet with the employee to put a firm vacation plan in place, ensuring all excess credits are utilized by Apr 29/18. **Every effort should be made to work with the employee to develop something collaboratively, however if it becomes necessary, the supervisor may schedule the excess vacation.**

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NOTE the **vacation year for scheduling** vacation, identified in the collective agreements for the other civic unions:

ATU MAIN	Operators: April 15, 2018 to April 13, 2019 All other employees: Dec 24, 2017 to Dec 22, 2018
ATU DATS	April 1, 2018 to March 30, 2019
CUPE 30	April 29, 2018 to April 27, 2019
CSU 52	May 1, 2018 to <b>April 30, 2019</b>
IBEW 1007	May 1, 2018 to <b>April 30, 2019</b>

\* bolded date is the end-date for scheduling excess vacation credits identified at the end of the year in 2017