



How you want to be treated.

## Memorandum

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To PHC Operations: All Sites, All Staff  
 From Rick Moyneur, Director Human Resources  
 Date September 13, 2017  
 RE 2018 Vacation Planning for Unionized Employees

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Over the past several months, our staff scheduling team has been working diligently to clarify the vacation planning process for unionized staff, which has resulted in a new form and step-by-step guide to assist staff with the process from beginning to end. During annual vacation planning which begins next month and continues until the end of December, staff must use the new Vacation Planning Request form to select their preferred vacation dates for the year in a series of three choices (first, second and third).

All unionized employees must schedule 80 per cent of their vacation entitlement by the deadlines provided. If an employee fails to schedule 80 per cent of their vacation entitlement by the deadline, the vacation planning team will schedule their remaining vacation. Vacation choices are approved based on seniority and operational requirements (quotas). We strongly suggest employees include alternate vacation dates with each vacation request to avoid disappointment in case their primary choice is not available.

Vacation planning for unionized employees includes all staff covered under the provincial agreements for Nurses, Health Science Professionals, Community and Facilities subsectors. BCCSS Payroll will send each leader their employee’s vacation entitlements based on the collective agreement. It is the employee’s responsibility to review their entitlement at the beginning of the process and report any discrepancy to their BCCSS **payroll clerk**.

### 2018 Vacation Planning – critical dates:

#### *First choice*

Opening date:	Friday,	Oct. 2, 2017
Closing date:	Friday(12 noon),	Oct. 6, 2017
Confirmed first choices will be posted on or before:	Friday,	Oct. 27, 2017

#### *Second choice*

Opening date:	Monday,	Oct. 30, 2017
Closing date:	Friday (12 noon),	Nov. 3, 2017
Confirmed second choices will be posted on or before:	Friday,	Nov. 24, 2017

#### *Third choice*

Opening date:	Monday,	Nov. 27, 2017
Closing date:	Friday (12 noon),	Dec. 1, 2017
Confirmed third choices will be posted on or before:	Friday,	Dec. 29, 2017

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**Complete Vacation Schedule will be posted on or before: Tuesday, January 2, 2018**

**Hold Back Days:** To assist staff in obtaining last minute vacation plans or unexpected time away we strongly suggest that they retain or “hold back” up to 20 per cent of their vacation entitlement as permitted by the vacation guidelines. To submit vacation requests after December, use the Scheduling Change Request form (previously used in vacation planning).

Unscheduled/“Hold Back” days must be scheduled by:

**Saturday, June 30, 2018**

Unscheduled/”Hold Back” days must be taken by:

**Monday, December 31, 2018**

### **2018 Vacation Planning Scheduling DO’S – scheduling notes**

- ❑ Changes to pre-approved vacation are not permitted and only in **exceptional circumstances** will be considered and by mutual agreement with HR;
- ❑ Vacation choices are granted in accordance with the principles of seniority, operational requirements and departmental guidelines. (Seniority is defined as seniority within the hospital/area of work specific to the Union in which the employee is currently a member);
- ❑ Staff who do not make their vacation choices within the designated time frame will forfeit their seniority rights for that vacation round;
- ❑ Vacation carry-over to the following year is not permitted;
- ❑ Vacation is granted by seniority for each choice. This means that a junior persons’ first choice takes precedence over a senior person’s second choice;
- ❑ Vacation planning consists of three rounds where employees select their preferred vacation dates for the year. In round one and two, employees must enter their vacation requests in “blocks,” which are uninterrupted number of shifts off on vacation; any time back at work between vacation periods results in another block and must be submitted as another vacation choice;
- ❑ In the third round of vacation planning employees may choose more than one block and/or any variation of individual/single days to achieve the minimum of 80 per cent of their allotted vacation entitlement.
- ❑ All centralized scheduling area’s vacation requests are coordinated/approved through the Staff Scheduling Office and submitted through your area of work;
- ❑ All non-centralized staffing services are expected to follow the guidelines. The process will be as communicated by the responsible leaders/managers;
- ❑ In the event of changes to an employee’s position or rotation, every attempt will be made to honour their previously approved vacation;
- ❑ Staff may submit incidental (unscheduled hold back days) during the calendar year. Requests will be considered, on a first-come-first-serve basis in accordance with departmental guidelines/operational requirements (quotas) of the Unit/Department, including the number of relief staff available to backfill vacation at regular rates. (Seniority will only be a consideration if two requests are received on the same day.)

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2018 Vacation Planning – scheduling principles for unit/department

### Leaders:

1. Please review your quotas from the previous year and if they have changed, submit these changes to your program clerks.
2. Please review your seasonal closure dates (if applicable) and submit these to your program clerks
3. Approximately 15-20 per cent of staff in each job category in a Unit/Department/Service scheduled in a 24-hour period should be on vacation at any point in time, unless bed/program closures allow staff to be off without replacement.

### Employees:

1. Please check your vacation entitlement and inform your **BCCSS payroll clerk** ASAP if there is a discrepancy;
2. Please sign up for vacation selection by order of seniority;
3. Indicate your request in **pencil** on the 2018 Unit Schedule provided;
4. Complete a Vacation Planning Request form and submit it to your leader;
5. Remember to indicate the # (number) of the choice on the form (i.e. 1<sup>st</sup>, 2<sup>nd</sup> 3<sup>rd</sup> etc.);
6. Submit an **alternate** choice for each selection;
7. To assist the vacation team, please ensure your selected dates are clearly marked, for example May 10, 2018 – June 10, 2018;

**NOTE:** Do not request time off if the quota for that time period has already been reached. An updated unit scheduled will be provided after each vacation selection round to give you the dates that are still available and will help you in planning.

The Vacation Planning and Scheduling Change Request forms can be found on PHC Connect under: Human Resources > Staff Scheduling > Scheduling Forms.

The PHC Vacation Planning Guide for Unionized Staff can also be found on PHC Connect under: Human Resources > Staff Scheduling > Vacation Guidelines.

If you have any questions about the forms and/or guidelines, please connect with your manager.

Thank you in advance.