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## Memorandum

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**To:** All Local 150 Employees  
**Cc:** Directors, Managers, Supervisors  
**From:** Human Resources  
**Date:** March 10, 2016  
**Subject:** 2016 Vacation Scheduling - **UPDATE**

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The purpose of this memo is to provide notice that Article 15.03 (a) of the CUPE Local 150 Collective Agreement was amended during the last round of bargaining.

Article 15.03 (a) – (f) identifies that employees are responsible for submitting their vacation request for the period from May 1<sup>st</sup> – December 31<sup>st</sup> by March 15<sup>th</sup>. The respective supervisors will review the requests, taking into account seniority and post the approved vacation schedules two (2) weeks prior to the set vacation period. Employees may also request reallocation of approved vacation from their supervisor. Requests will be considered factoring in operational needs.

Due to delays in the distribution of the 2015-2018 Collective Agreement, the deadline for submission for vacation requests for the 2016 vacation period of **May 1<sup>st</sup> – December 31<sup>st</sup>** has been extended to **March 30<sup>th</sup>, 2016**. Supervisors will post the approved vacation scheduled on or before April 15<sup>th</sup>, 2016.

This extension of timelines is being made on a without precedent and prejudice basis and will revert back to the timeline provisions as outlined in Article 15 in subsequent years.

**Please ensure that you have submitted all your vacation requests, including any deferment of vacation to the following calendar year, to your immediate supervisor on or before March 30<sup>th</sup>, 2016.**

If you have any further questions, or require clarification, please contact your immediate supervisor.

Thank you.