

MEMO



To: All Professionals

From: Nathalie Senecal, Assistant Director, Human Resources Department

Subject: Important Information for Planning Vacations

Date: April 28, 2023

Dear Employees,

You will receive by Monday of next week the form for planning your vacation 2023-2024, this memo is intended to remind you of some important information regarding vacations.

VACATION ENTITLEMENT

- Vacation days are earned during the period worked from July 1, 2022, to June 30, 2023.
- The number of vacation days is allocated based on the period worked, on the work percentage and on the years of service, in accordance with the collective agreement.
- The vacation form indicates both the number of vacation days that the employee is entitled to and the equivalent number of hours. This information should make it easier for employees working less than 35 hours a week to complete the vacation form.

PROCEDURE

1. Determining Vacation Days

Please note that vacations are usually taken in July and August.

Since employees working 15 hours or less per week are not entitled to vacation days, they must take a minimum of 20 days of absence without pay and indicate these days on their vacation form by entering the letter "S". *Exception: Employees holding another post providing benefits must use the bank of days available.*

Regular employees assigned to a temporary position must use the vacation days they accumulated while holding this temporary position. Should this be your case, please consider the number of hours worked per day in your temporary position when completing the vacation form.

You may **convert the balance of your redeemable sick days** into additional vacation days, as per clause 7-1.40 of the National Agreement. To benefit from this clause, please indicate the dates you would like to convert into vacation days by entering the letter "R" (redeemable sick day) beneath the corresponding dates on the vacation form. If no "R" is indicated on your form, the balance of sick days will be paid. ***In order to benefit from this option, we would need to receive your vacation form by the deadline or your redeemable sick days will be paid to you.***



2. Completing the 2023-2024 Annual Vacation Request Form

This year, the procedure for requesting vacation dates will be done by email. **The instructions for completing and submitting the vacation form will be provided to you on the vacation form that you will receive in the next few days in a separate email.** The deadline for submitting your form is **Monday, May 8, 2023.**

3. Obtaining Approval of Your Request

Your immediate supervisor will approve your choice of vacation dates by replying to your email and then forwarding it to the school /department secretary and the Human Resources Department (hrcommunications@swlauriersb.qc.ca) by **Friday, May 19, 2023.**

4. Recording Vacation Days and Leaves of Absence Without Pay

Your approved vacation plan will be entered into the payroll system. An absence form must be submitted for all additional vacation days. To report any change to your vacation plan, you must submit a revised vacation form.

Employees who are absent from work because of disability, a work accident or a parental leave, and who are therefore unable to take their vacation days as planned, may request to have their remaining vacation days carried over to the following school year. Should this be your situation, please contact us to verify if you are entitled to this transfer.

Should you require any additional information, please do not hesitate to contact the Human Resources Department.

Thank you very much for your cooperation. We wish you a great summer period!

c.c.: School Principals, Directors and Assistant Directors
Donna Robin, President, SWLP

