

AU1200 – VACATION – CONTRACT EMPLOYEES

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dăkelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and Tăilhqot'in Nations, where we live, learn, collaborate and work together.

Interior Health recognizes that diversity in the workplace shapes values, attitudes, expectations, perception of self and others and in turn impacts behaviors in the workplace. The dimensions of a diverse workplace includes the protected characteristics under the human rights code of: race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical disability, mental disability, sex, sexual orientation, gender identity or expression, age, criminal or summary conviction unrelated to employment.

1.0 PURPOSE

To meet daily operational requirements and ensure equity and fairness to the annual vacation scheduling process for contract employees through the standardization and application of best scheduling practices.

To create a responsive process within the framework of the collective agreement language and the Provincial Vacation Policy (Appendix C) that gives contract employees enhanced flexibility to schedule their vacation entitlement.

2.0 DEFINITIONS

| TERM | DEFINITION |
|--------------------------|---|
| Contract Employee | Unionized employees covered by a collective agreement. |
| CBA | Health Services & Support Community Subsector Association Collective Agreement |
| FBA | Health Services & Support Facilities Subsector Association Collective Agreement |
| HSPBA | Health Science Professional Bargaining Association Collective Agreement |
| NBA | Nurses Bargaining Association Collective Agreement |
| Part Time Employee | Contract Employee who owns a position that is less than the 1.0 Full Time Equivalent (FTE) as per the applicable Collective Agreement |
| Vacation Smoothing | Spreading vacation entitlement hours in a unit or group of units consistently over 52 weeks each year. |

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| Policy Sponsor: VP, Human Resources | 1 of 20 |
| Policy Steward: Executive Director, Workforce Strategy & Human Resource Operations | |
| Date Approved: November 2006 | Date(s) Reviewed-r/Revised-R: Sept 2019 (R); Jun 2023 (R) |
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3.0 POLICY

3.1 Vacation Criteria

Contract Employees are entitled to annual vacations subject to the following criteria:

1. Vacation is earned in the 12-month period from July 1 to June 30.
2. Contract Employees will earn vacation hours/entitlement in accordance with the applicable collective agreement.
3. Contract Employees may split their vacation in accordance with the applicable collective agreement.
4. Vacations are not cumulative from calendar year to calendar year, except where otherwise stated in the applicable collective agreement.
5. Contract Employees are expected to schedule 100% of their vacation entitlement each calendar year. Employees who do not schedule 100% of their vacation entitlement may have their vacation scheduled by the Employer. Contract Employees may be eligible for payout or carryover of unused vacation days as outlined in this policy or the applicable collective agreement.
6. Part Time employees' vacation entitlement is pro-rated based on the employee's years of service and FTE. (see Appendix A - Vacation Entitlement for Part Time Employees)
7. Vacation Planning will follow the timelines as set out in Appendix B – Vacation Planning Timelines.

3.2 Vacation Scheduling

1. Annual vacation entitlements must be taken between January 1 and December 31 of each year. NOTE: a block of vacation that starts in the current year may carry through to the following year (e.g. December 20 to January 6).
2. A Contract Employee who transfers to another department after vacation requests have been granted shall receive their vacation based on operational requirements and available time in the new department.

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3. Should rotation changes occur after vacation requests have been granted, managers will make every effort to accommodate vacation choices made by those involved in seniority order.
4. It is the Contract Employee's responsibility to ensure that they have submitted all their vacation hours by the posted vacation submission dates. Contract Employees on a standard schedule/rotation may hold back up to a maximum of thirty-seven and one-half (37.5) hours. NBA Contract employees on an extended hour schedule/rotation may hold back up to forty-five (45) hours. Employees should not have the expectation that hold back days may be granted during peak vacation periods of July, August and December.
5. Hold back vacation hours for NBA and HSPBA employees must be mutually agreed to before, and scheduled by August 1 of each year.
6. Hold back vacation hours for FBA and CBA employees must be submitted by August 1 of each year.
 - Mutual agreement will not be unreasonably withheld and will give due consideration to the allowable leave quotas and operational impact.
7. It is the Contract CBA Employee's responsibility to ensure that they have submitted all of their vacation hours (less any approved carry-over requests) by the posted submission dates. Any vacation time not requested by December 15, with the exception of any hold back days, will be scheduled by the Employer by October 1 of the vacation year, following consultation with the employee (ref: Article 18.5 (a)).
8. Contract Employees who do not exercise their rights within the vacation submission dates posted by the Employer will forfeit their seniority rights regarding choice of vacation time.
9. Contract Employees' vacation requests, once approved by the Employer, shall not be changed other than in cases of emergency. Changes to approved vacation will only be considered, subject to urgent and/or emergent circumstance, and on a case by case basis based on operational impact and recognizing the value of the relief workforce. Where possible, employees must make such requests in writing with a minimum of 14 days' notice. Should an employee be approved to change his/her vacation, it must be re-scheduled immediately, subject to operational requirements at the time of change.
10. Leave of Absence (LOA) Requests for the upcoming vacation year will be considered provided that all vacation requests for forecasted vacation hours have been submitted and approved/scheduled.

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11. Banked overtime requests for the upcoming vacation year will be considered provided that all vacation requests have been submitted and approved by December 31 and entered on the schedule by January 14. (See Appendix B – Vacation Planning Timelines).
12. Education Leave and Union Business Leave requests will be considered for approval on an individual basis in compliance with the respective collective agreement.

3.3 Operational Requirements

1. Managers are responsible for determining the correct “Base Line Staffing” and developing an “Allowable Leave Quota” for each unit/department in their portfolio which is subject to operational requirements including but not limited to forecasted vacation hours, relief pool capacity, regularized relief hours/shifts, unit/department size, skills requirements, relevant collective agreement provisions and operational requirements and apply this “Allowable Leave Quota” in their leave approval process.
2. Where a Vacation Smoothing agreement is in place, Unit Managers or the Staffing Service Centre is responsible for developing a “weekly vacation quota” for each department based on a mathematical equation of total # of estimated vacation hours entitlement, divided by 52 weeks. The result of the equation will be applied to the approval process.
3. Managers are responsible for posting:
 - a. the “vacation planning” copy of the unit/department master schedule for the following year;
 - b. the “Forecasted Annual Vacation Entitlement” for unit/department regular full/part time employees;
 - c. a copy of the “Allowable Leave Quota” and/or “Weekly Vacation Quota”; and
 - d. a copy of the “Vacation Submission Dates”.

4.0 PROCEDURES

4.1 Applying for Vacation

1. To request vacation, Contract Employees must apply for it in writing, or use the electronic vacation planning application as determined by the employer.

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- a. Contract Employees are responsible to submit their requests by the appropriate deadline(s). (See Appendix B – Vacation Planning Timelines).
- b. Where applicable, Contract Employees must also enter requests for vacation on the calendar, in ink, in order of preference indicating 1st, 2nd, 3rd, 4th & subsequent choices.
NOTE: if sets of vacation are “broken”, the vacation will be considered separately.

Example:

| | | | | | | | | | | | | | | | | | | | | |
|--------------------------|---|---|------------------------|-----|--|--|--|--|---|---|------------------------|-----|--|--|--|--|---|---|------------------------|-----|
| Work Schedule | D | D | N | N | | | | | D | D | N | N | | | | | D | D | N | N |
| Vacation Days | | | VAC | VAC | | | | | | | VAC | VAC | | | | | | | VAC | VAC |
| Vacation Choice # | | | 1 st Choice | | | | | | | | 2 nd Choice | | | | | | | | 3 rd Choice | |

- c. If the vacation request is denied, the Contract Employee will be notified as per established processes.
 - d. Contract Employees that do not submit their vacation request by the deadlines stated in Appendix B will not be able to use their seniority for that choice (i.e. first, second or third) and will have to schedule their vacation at a later date. (see Appendix B – Vacation Planning Timelines).
 - e. Contract Employees are expected to schedule 100% of their vacation entitlement each calendar year. Employees who do not schedule 100% of their vacation entitlement may have their vacation scheduled by the Employer. Contract Employees may be eligible for payout or carryover of unused vacation days as outlined in this policy or the applicable collective agreement.
 - f. Contract Employees will earn vacation hours/entitlement in accordance with the applicable collective agreement.
2. Contract Employees may hold back up to a maximum thirty-five (37.5) hours for unanticipated events for which they may wish to take vacation days throughout the year. NBA Contract employees on an extended hour schedule/rotation may hold back up to forty-five (45) hours.
- a. The hold back shifts may be taken as a block of vacation or may be split into 5 requests.

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- b. Hold back shifts must be submitted by August 1 for CBA and FBA Contract Employees, and must meet operational requirements.
- c. Hold back shifts must be scheduled by August 1 for HSPBA and NBA Contract Employees, and must meet operational requirements.
- d. Contract Employees should not have the expectation that they may be granted during peak vacation periods of July, August and December.

4.2 Managers or Staffing Services

- 1. Process vacation requests in accordance with the applicable Collective Agreement, operational requirements of the department and the established Allowable Leave Quota or Weekly Vacation Quota.

Consideration will be given in the order of:

- a. **First Choice Vacation Requests** – based on seniority

NOTE: If a first choice cannot be granted in full, communicate with the employee to determine whether or not they want part of their first choice or to submit an alternate first choice. Contract NBA Employees utilize the Vacation Planning Application and must enter multiple choices under each choice selection if they wish to have alternate first choices considered. Ensure that all first choice requests are processed before moving on to second choice requests.

- b. **Second and subsequent choices** - based on seniority.

NOTE: Upon completing the vacation approval process, the results must be communicated to the originating Contract Employees and all “approved” vacation requests are forwarded to the Staffing Service Centre. Ensure that all second choice requests are processed before moving on to third choice requests; third choice requests are processed before moving on to fourth choice requests and so on.

- c. **Hold back Choices** – up to a maximum of thirty-seven and one-half (37.5) hour per CBA, FBA, HSPBA, and NBA employee on a standard rotation/schedule, and up to a maximum of forty-five (45) hours per NBA employee on an extended hours rotation/schedule, and are considered on a first come first serve basis (i.e. seniority is not a consideration for approval of hold back days) based on date request is received by the manager – if

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multiple requests are received simultaneously, consideration to such requests will be in order of seniority.

NOTE: Only approved planned leave requests are to be forwarded to the Staffing Service Centre/Scheduling Office.

4.3 Scheduling Office / Staffing Service Centre (where applicable – Managers may gather some or all of the following documents independently):

Will provide managers with an annual vacation planning package via the Vacation Planning Teamsite which will include documents and/or electronic links to:

- list of department/unit regular Contract Employees with seniority information;
- Managers run the Vacation Forecast Report for employees in Insight;
- “vacation planning” copy of the department/unit master schedule for the following year.

When completed vacation requests are provided to the Staffing Service Centre/Scheduling office:

- enter all vacation leaves into the employee schedules as approved by the manager; and process Relief Booking Processes in accordance with the established “Ongoing Advance Booking” or “Annual Vacation pre-booking” processes.

5.0 REFERENCES

1. Health Services & Support Facilities Subsector Collective Agreement between Association of Unions and Health Employers Association of BC
2. Provincial Collective Agreement between Health Employers Association of British Columbia and Nurses Bargaining Association
3. Provincial Agreement between the Health Science Professionals Bargaining Association and Health Employers Association of BC
4. Collective Agreement between Health Services & Support Community Subsector Association and Health Employees Association of BC
5. Interior Health Staffing Services established standard Business Processes

6.0 APPENDIX INDEX

A – Vacation Entitlement for Part Time Employees

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- B – Vacation Planning Timeline
 - Schedule 1 – FBA Agreement
 - Schedule 2 – HSPBA Agreement
 - Schedule 3 – NBA Collective Agreement
 - Schedule 4 – Community Agreement
- C – Provincial Vacation Policy – BC Health Care Advisory Group & HEABC
- D – Memorandum of Agreement between IH and BCNU – Vacation Smoothing and Regular Vacation Relief Initiative

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APPENDIX A Vacation Entitlement for Part Time Employees

A Part Time employee who works additional hours in excess of their FTE will accrue vacation time on the additional hours. Part Time employees are expected to schedule those additional accrued vacation hours in the same manner as they were earned. Part Time employees who pick up extra shifts cannot use additional accrued vacation hours/entitlement to take time off from their regular part time schedule as this would exceed the benefit available to a full-time employee. The onus is upon the employee to ensure that they take vacation time in the same manner they have accrued the vacation hours and to adjust his/her availability accordingly during vacation periods.

Example:

A Part Time employee has a regular part time schedule of Monday and Tuesday each week equaling a .40 FTE. The Part Time picks up extra work averaging an additional 2 shifts per week and now averages a .80 FTE. When the Part Time takes vacation, the vacation hours are used in the same manner as they were earned.

See below:

| | | | | | | | | | | | | | | | |
|----------------------------|-----|--------------|--------------|----------|----------|-----|-----|-----|--------------|--------------|----------|----------|-----|-----|-----|
| | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN |
| Regular Part Time Schedule | | REG PT SHIFT | REG PT SHIFT | | | | | | REG PT SHIFT | REG PT SHIFT | | | | | |
| Average Work Schedule | | REG PT SHIFT | REG PT SHIFT | ++ SHIFT | ++ SHIFT | | | | REG PT SHIFT | REG PT SHIFT | ++ SHIFT | ++ SHIFT | | | |
| | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN |
| Regular Part Time Schedule | | REG PT SHIFT | REG PT SHIFT | | | | | | REG PT SHIFT | REG PT SHIFT | | | | | |
| Vacation Schedule | | VAC | VAC | VAC | VAC | | | | VAC | VAC | VAC | VAC | | | |

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**APPENDIX B
VACATION PLANNING TIMELINES**

SCHEDULE 1 – FBA AGREEMENT

September 1 to September 30
 Staffing Service Centre uploads unit schedules and seniority lists to [Vacation Planning Teamsite](#), and Managers post:
 • Unit/Department Seniority lists
 • Vacation Forecast Report for employees, which the Manager runs from Insight
 • Copy of the “Vacation Submission & Approval Dates”

| | Vacation Period 1 | Holdback Days |
|--|-------------------------------|--|
| Vacation Period Dates | JAN – DEC | Maximum five (5) (37.5 hrs) shifts/calendar days |
| Manager to Post Planning Calendar | October 1 of preceding year | N/A |
| Employee Requests Submitted by | Nov 15 of preceding year | August 1 |
| Manager Approved & Posted By | December 31 of preceding year | August 15 of same year |

October 1 of preceding year
 • Manager to post calendar for staff to indicate their Annual Vacation Period 1 requests

November 16 of preceding year
 • Remove calendar of Vacation Period 1 requests

By December 31 of preceding year
 • Post approved vacation (calendar) along with original request calendar on unit

By January 7
 • Manager to forward all approved vacation requests to the Staffing Service Centre/Scheduling office for processing

By January 14
 • Staffing Service Centre/Scheduling Office to enter all vacation requests into Contract Employees’ schedules as approved by manager

January 15 – January 30
 • Manager to obtain & review the Insight Vacation Allocation Report for the current vacation year.
 • Manager/designate canvass all staff with outstanding vacation hours (excluding the “Holdback” shifts/calendar days) to be scheduled for the current year.

By January 31
 • Manager to ensure that all “forecasted” vacation hours (excluding any hold back shifts/calendar days) are accounted for/scheduled in accordance with the vacation policy
 • Employer to Schedule outstanding vacation hours

August 1
 • Employee to submit vacation hold back requests

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August 15

- Manager approve/schedule hold-back shifts and outstanding vacation hours due to exceptional circumstances

August 23

- Manager to forward all approved outstanding vacation requests for the current vacation year to Staffing Service Centre/Scheduling Office for processing

August 30

- Staffing Service Centre/Scheduling Office to enter all vacation requests as approved by manager
- Staffing Service Centre/Scheduling Office to send report of outstanding, unplanned vacation hours to the appropriate Senior Leadership Team

NOTE: Hold Back Days are granted on a first come first serve basis (i.e. seniority is not a consideration for approval of hold back days). Hold back shifts/calendar days not submitted by August 1 will be scheduled by the Employer.

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**APPENDIX B
VACATION PLANNING TIMELINES**

SCHEDULE 2 – HSPBA AGREEMENTS

September 1 to September 30
 Staffing Service Centre uploads unit schedules and seniority lists to [Vacation Planning Teamsite](#), and Managers post:
 • Unit/Department Seniority lists
 • Vacation Forecast Report for employees, which the Manager runs from Insight
 • Copy of the “Vacation Submission & Approval Dates”

| | Vacation Period 1 | Holdback Days |
|--|-------------------------------|--|
| Vacation Period Dates | JAN – DEC | Maximum three (3) shifts/calendar days |
| Manager to Post Planning Calendar | October 1 of preceding year | N/A |
| Employee Requests Submitted by | Nov 15 of preceding year | July 14 |
| Manager Approved & Posted By | December 31 of preceding year | August 1 of same year |

October 1 of preceding year
 • Manager to post calendar for staff to indicate their Annual Vacation Period 1 requests

November 16 of preceding year
 • Remove calendar of Vacation Period 1 requests

By December 31 of preceding year
 • Post approved vacation (calendar) along with original request calendar on unit

By January 7
 • Manager to forward all approved vacation requests to the Staffing Service Centre/Scheduling office for processing

By January 14
 • Staffing Service Centre/Scheduling Office to enter all vacation requests into Contract Employees' schedules as approved by manager

January 15 – January 30
 • Manager to obtain & review the Insight Vacation Allocation Report for the current vacation year.
 • Manager/designate canvass all staff with outstanding vacation hours (excluding the “Holdback” shifts/calendar days) to be scheduled for the current year.

By January 31
 • Manager to ensure that all “forecasted” vacation hours (excluding any hold back shifts/calendar days) are accounted for/scheduled in accordance with the vacation policy
 • Employer to Schedule outstanding vacation hours

July 14
 • Employee to submit vacation holdback requests

August 1

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- Manager approve/schedule hold-back shifts and outstanding vacation hours due to exceptional circumstances

- August 7**
- Manager to forward all approved outstanding vacation requests for the current vacation year to Staffing Service Centre/Scheduling Office for processing

- August 15**
- Staffing Service Centre/Scheduling Office to enter all vacation requests as approved by manager
 - Staffing Service Centre/Scheduling Office to send report of outstanding, unplanned vacation hours to the appropriate Senior Leadership Team

NOTE: Hold Back Days are granted on a first come first serve basis (i.e. seniority is not a consideration for approval of hold back days). Hold back shifts/calendar days not scheduled by August 1 will be scheduled by the Employer.

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**APPENDIX B
VACATION PLANNING TIMELINES**

SCHEDULE 3 – NBA AGREEMENT – Vacation Smoothing

September 1 to October 7
Staffing Service Centre prepares and uploads seniority, estimated entitlement and unit schedules to the electronic application. Information outlining deadlines for submitting 1st, 2nd, 3 & subsequent vacation choices will be posted on the [Vacation Planning page](#) on the InsideNet.

| | Vacation Period 1 | Holdback Days |
|---|--|---------------------------------------|
| Vacation Requests and Approvals | JAN – DEC | Maximum five (5) shifts/calendar days |
| 1 Choice Vacation Planning Packages Distributed by Staffing Services | October (as soon as possible following the updating of the master seniority lists as of the last day of the pay period ending immediately prior to October 1 | N/A |
| 1st Choice Requests submitted | 12-14 days from date of receipt | |
| 1st Choice approvals | 2 weeks from final date of submissions | |
| 2nd Choice Vacation Planning Packages Distributed by Staffing Services | Immediately following the approval process of 1 st choice submissions | |
| 2nd choice requests submitted | 8-10 days from date of receipt | |
| 2nd Choice Approvals | 3-5 days from final date of submissions | |
| 3rd and Subsequent Choice Vacation Planning Packages Distributed by Staffing Services | Immediately following the approval process of 2 nd choice submissions | |
| 3rd and Subsequent Choice requests submitted | 5-7 days from date of receipt | |
| 3rd and Subsequent Choice Approvals | 3-5 days from final date of submissions | |
| Manager to post the final Annual Vacation Planning Package with all Approved Vacation Choices | December 31 of preceding year | |
| Employee Holdback Days Requests Submitted | | July 14 of same year |
| Manager approval process of Holdback Days completed | | August 1 of same year |

- The annual Vacation submission, approval and posting of final schedule for all vacation entitlement hours less the allowable hold back days will take place in 4 stages between October 1 and December 31 of each year.

- Managers or the Staffing Service Centre will process approvals and responses to employees.

NOTE: Hold Back Days are granted on a first come first serve basis (i.e. seniority is not a consideration for approval of hold back days). Hold back shifts/calendar days not scheduled by August 1 will be scheduled by the Employer.

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SCHEDULE 4 – COMMUNITY AGREEMENT

September 1 – September 30
Staffing Service Centre uploads unit schedules and seniority lists to [Vacation Planning Teamsite](#), and Managers post:

- Unit/Department Seniority lists
- Vacation Forecast Report for employees, which the Manager runs from Insight
- Copy of the “Vacation Submission & Approval Dates”

| | Vacation Period 1 | Carry Over Requests |
|--|-------------------------------|---------------------------------------|
| Vacation Period Dates | JAN – DEC | Maximum five (5) shifts/calendar days |
| Manager to Post Planning Calendar | October 1 of preceding year | N/A |
| Contract Employee Requests Submitted by | December 15 of preceding year | December 15 of preceding year |
| Manager Approved & Posted By | December 31 of preceding year | December 31 Of preceding year |

October 1 of preceding year

- Manager to post calendar for staff to indicate their Annual Vacation Period 1 requests

December 16 of preceding year

- Remove calendar of Vacation Period 1 requests

By December 31 of preceding year

- Post approved vacation (calendar) along with original request calendar on unit
- Provide responses to Vacation Carry Over Requests submitted

By January 7

- Manager to forward all approved vacation requests to the Staffing Service Centre/Scheduling office for processing

By January 14

- Staffing Service Centre/Scheduling Office to enter all vacation as approved by manager

By January 31

- Manager to ensure that all “forecasted” vacation hours are accounted for/scheduled in accordance with the vacation policy
- Canvass staff with outstanding vacation hours to be scheduled (excluding vacation hold back days)

By August 1

- Employees to submit vacation hold back requests

August 15 – September 30:

- Manager to obtain & review the Insight Vacation Allocation Report for the current vacation year.
- Manager/designate canvass all staff with outstanding vacation hours to be scheduled for the current year.

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October 1:

- Managers in consultation with Employee will designate outstanding vacation hours for the remainder of the year, ensuring that all vacation hours for the current year are scheduled prior to January 1st

October 7

- Manager to forward all approved outstanding vacation requests for the current vacation year to Staffing Service Centre/Scheduling Office for processing

October 15

- Staffing Service Centre/Scheduling Office to enter all vacation requests as approved by manager
- Staffing Service Centre/Scheduling Office to send report of outstanding, unplanned vacation hours to the appropriate Senior Leadership Team

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**Appendix C
Provincial Vacation Policy – BC Staffing Advisory Group & HEABC**

**Provincial Vacation Policy
Bargaining Unit Employees**

1. Applying for Vacation
 - a. To request vacation, employees must apply for it in writing as determined by the Employer (i.e., vacation request form, vacation scheduling book). Employees are responsible to submit their requests by the appropriate deadline.
 - b. If the vacation request is denied, the employee will be notified as per established processes.
 - c. Employees that do not submit their vacation request by the deadlines stated below will not be able to use their seniority for that choice i.e. first, second or third, and will have to schedule their vacation at a later date.
 - d. Employees are expected to schedule 100% of their vacation entitlement each calendar year. Employees may be eligible for payout or carryover of unused vacation days as outlined in this policy or the applicable collective agreement.
 - e. Employees will earn vacation hours/entitlement in accordance with the applicable collective agreement.

| 2. PROCESSING VACATION REQUESTS | | |
|--|---|---|
| | Facilities, Nurses and HSP Agreements | Community Agreements |
| Date employees will be notified of the estimated vacation entitlement | Employees will be notified of their estimated vacation entitlement for the following year by October 1. | |
| Definition of Choice | A “choice” is defined as a continuous segment of time. | |
| Period to submit vacation requests | Employees will submit their vacation requests between October 1 and November 30 as defined by the employer, indicating their first choice, second choice, etc...Vacation requests received by November 30 will be considered by the Employer subject to the terms of each collective agreement. Employees may hold back up to 3 | Employees will submit their vacation requests between October 1 and December 15 as defined by the employer, indicating their first choice, second choice, etc...Vacation requests received by December 15 will be considered by the Employer subject to the terms of the collective agreement. Employees wishing to carry over vacation days as per Article 18.5(a) must indicate so at this time |

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| Policy Sponsor: VP, Human Resources | | 17 of 20 |
| Policy Steward: Executive Director, Workforce Strategy & Human Resource Operations | | |
| Date Approved: November 2006 | Date(s) Reviewed-r/Revised-R: Sept 2019 (R); Jun 2023 (R) | |
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| | shifts/calendar days (“hold back shifts/calendar days”) when submitting their vacation requests. | |
| Scheduling of "hold back" days | Any hold back shifts/calendar days must be scheduled by the Employee by June 30 and are granted on a first come first serve basis (i.e. seniority is not a consideration for approval of hold back days). Hold back shifts/calendar days not scheduled by June 30 will be scheduled by the Employer. | N/A |
| Vacation Approval | All vacation requests received by November 30 will be processed and finalized by December 31. Vacation requests will not be considered approved unless confirmed in writing by the Employer | All vacation requests received by December 15 will be processed and finalized by December 31. Vacation requests will not be considered approved unless confirmed in writing by the Employer |
| Vacation Time Not Requested | Any vacation time not requested by November 30, (excluding any hold back shifts/calendar days), will be scheduled by the Employer by January 31. | Any vacation time not requested by December 15 will be scheduled by the Employer by October 1st of the vacation year, following consultation with the employee (ref: Article 18.5 (a)). |
| Cancellation of Approved Vacation | Employees may not cancel approved vacations. Changes to approved vacation will only be considered, subject to urgent and/or emergent circumstance, and on a case by case basis. Where possible, employees must make such requests with a minimum of 14 days notice. Should an employee be approved to change his/her vacation, it must be re-scheduled immediately, subject to operational requirements at the time of change. | Employees may not cancel approved vacations. Changes to approved vacation will only be considered, subject to urgent and/or emergent circumstance, and on a case by case basis. Should the reason for the change be due to “bereavement” (ref: Article 18.3), this will be given careful consideration and any changes shall not affect the selected vacation periods of other employees. Where possible, employees must make a request for changes to their approved vacation with a minimum of 14 days notice. Should an employee be approved to change their vacation, it must be re-scheduled immediately, |

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| Policy Sponsor: VP, Human Resources | 18 of 20 |
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| | | subject to operational requirements at the time of change. |
| Vacation Carryover / Payout | Unless agreed to within the collective agreement (i.e., Nurses Agreement – Article 45.04(E); Health Science and Professional Agreement – Article 23.06), employees unable to take 100% of their approved vacation due to extenuating/unforeseen circumstances, and/or operational requirements may have vacation hours carried over to the next calendar year in compliance with the collective agreement or receive a payout. The Employer reserves the right to make this assessment on an individual, case by case, and “without prejudice” basis. | Employees unable to take 100% of their approved vacation due to extenuating/unforeseen circumstances, and/or operational requirements may have their remaining vacation entitlement carried over to the next calendar year or receive a payout. The Employer reserves the right to make this assessment on an individual, case by case and “without prejudice” basis. |
| Effect of Staffing Changes on Previously Approved Vacation | Every reasonable effort will be made to honor previously approved vacation requests due to staffing changes (i.e., change of department due to job posting, displacement/bumping; rotation changes). | Every reasonable effort will be made to honor previously approved vacation requests due to staffing changes (i.e., change of department due to job posting, displacement/bumping). |

3. Vacation Entitlements:

- a. All bargaining unit employees will be entitled to vacation as outlined in their collective agreements.
- b. Part time employees who pick up extra shifts cannot use additional accrued vacation hours/entitlement to take time off from their regular part time schedule as this would exceed the benefit available to a full-time employee.

BCSAG & HEABC
 Provincial Vacation Policy
 Last Revision Date: 26FEB2014

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| Policy Sponsor: VP, Human Resources | | 19 of 20 |
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AU1200 – VACATION – CONTRACT EMPLOYEES

MEMORANDUM OF AGREEMENT BETWEEN:

Interior Health Authority
 And
 British Columbia Nurses Union

BCNU and IHA agree Vacation Smoothing and Regularized Vacation Relief initiative supports:

Quality – preplans for vacation backfill where required so that Registered Nurses (RNs) don't work short therefore ensuring good patient care.

Efficiency – frees up Relief Pool employees to cover short-notice relief (e.g. sick; workload).

Financial – replaces vacation a regular and not overtime rates therefore ensuring a proper use of fiscal resources.

Workforce Planning – creates regular Regularized Vacation Relief jobs for new grads and decreases reliance on casuals.

BCNU and IH have agreed to the following principles in support of Vacation Smoothing and Regularized Vacation Relief Initiative:

1. In September/October of each year, IH will inform BCNU and RNs as to the weekly amount of vacation hours (e.g. smoothing target) that will be approved for use in the next calendar year in each unit and department.
2. RNs in each unit and department must schedule a minimum of 85% of vacation entitlement prior to December 31 for use in the next calendar year, following the dates for submission, approvals, etc. as outlined in the IH Vacation Policy.
3. BCNU and IH recognize that in some instances, RNs may be required to schedule/take vacation during less desirable weeks.
4. IH will create Regularized Vacation Relief positions in units that have a sufficient amount of RN vacation that is backfilled and smoothed.
5. Vacation Relief RNs will receive their master rotation for the year by January 31.
6. On their scheduled shifts RNs can be reassigned for other relief needs including reassignment to other units they have been orientated to.
7. Vacation Relief RNs' schedules are not to be changed more frequently than other regular RN schedules per article 25.01 " the Employer shall make every effort not to change the place of an employee on a master work schedule".

Signed / Dated June 2, 2015.



Interior Health Authority



BC Nurses' Union

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| Policy Sponsor: VP, Human Resources | 20 of 20 |
| Policy Steward: Executive Director, Workforce Strategy & Human Resource Operations | |
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