

APTS WEST-CENTRAL MONTREAL



EVERYTHING YOU NEED TO KNOW ABOUT ANNUAL LEAVE

This guide aims to summarize certain articles of the national collective agreement and our local provisions concerning annual leave (vacation).

Please contact us if you have any questions or if your request for annual leave is denied.

Legend:

DL: Local Dispositions

DN: National Dispositions

E: Employer

IN THIS GUIDE:

- Selection period and calendar
- Vacation quotas
- Vacation bank and accumulation of annual leave
- If you have less than one year of service
- Annual leave based on years of service
- Part-time or non-position holder status
- Vacation block selection and seniority
- Splitting a vacation week
- Recognition of years of service
- In case of absence from work
- In case of refusal of your vacation choices



EVERYTHING YOU NEED TO KNOW ABOUT ANNUAL LEAVE

Selection period and calendar

- **Summer schedule:** Register your vacation choices by the third Tuesday of March at the latest in eEspresso/Logibec.
- **Winter calendar:** Register your choices no later than the second Tuesday in September. (Art. 11.10, DL)
- The employer must post the approved schedule no later than the second Tuesday in April and the first Tuesday in October. (Art. 11.12, DL)

Check your vacation bank

In eEspresso, check:

- Your annual quantum (total number of hours to which you are entitled).
- Your actual accumulated hours that will be paid.

You can plan up to 4 weeks, even if they are not all paid. The unaccumulated portion will then have no balance.

Vacation quotas

According to the collective agreement (Art. 2.6, local provisions), the Employer determines the dates considering:

- your preferences
- your seniority
- by team/sector/facility/business center

There are no fixed quotas provided for in the agreement (management right).

However:

- Vacation should ideally be taken between June 1 and September 30.
- A quota of "0" is not acceptable.
- Decisions cannot be arbitrary or abusive.

If your request is denied due to quotas, ask your manager for the reasons. If the justification seems questionable, contact us.

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Do you have less than one year of service?

You accumulate approximately 1 2/3 days per month, for a total of 20 days (4 weeks) after 12 months. (art. 23.02, DN).

Even if you do not have 12 months as of April 30, you can plan up to 4 weeks (the unaccumulated portion will be at your expense).

Number of annual leave days based on years of service

According to the 2023-2028 Collective Agreement (art. 23, DN) :

<u>Years of service as of April 30</u>	<u>Vacation days</u>
Less than 15 years	20 days
15 years	21 days
16 years	22 days
17 years	23 days
18 years	24 days
19 years and over	25 days

Part-time or non-permanent employee status

Vacation pay is calculated on a pro rata basis according to hours worked, as a percentage of salary, based on your years of service as of April 30 (Art. 38, DN):

<u>Years of service</u>	<u>% paid</u>
Less than 15 years	8.77%
15 years	9.25%
16 years	9.73%
17 years	10.22%
18 years	10.71%
19 years and over	11.21%

You are entitled to the same number of days, proportional to your time worked. Your vacation pay is calculated based on the percentage applicable to your situation.

Priority block and seniority

- You may choose only one priority block.
- If you choose several non-consecutive periods (e.g., two weeks at the end of June + one week at the beginning of August), clearly identify your priority block in the "comments" section.
- Seniority applies only to this block (Art. 11.14).

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Splitting annual leave days

- One (1) week may be divided into full days (for both full-time and part-time employees).
- Days exceeding 20 days may also be split. For example, if you are entitled to 24 days based on your years of service (18 years of service), you are entitled to take 9 days in split periods, because that is 1 week + 4 days.
- An agreement with the manager is required (written request). (Art. 14, DL)

Recognition of years of service

All years worked in the health and social services network are recognized in determining your vacation entitlement (Art. 23.02, DN).

Be careful not to confuse years of service with seniority. (See www.apsq.com/ccomtl/Practical Documents/Guides/At a Glance: Seniority, Years of Service, and Experience).

The term “years of service” refers to all the years you have worked in the health and social services network, regardless of your employer or institution. This term is used solely to calculate your annual leave.

If your years of service are not recognized:

Enter the weeks to which you believe you are entitled.

- Contact HR: servicesconseilsrh.ccomtl@ssss.gouv.qc.ca

In case of absence

In case of absence from work (illness, accident, preventive leave, etc.), notify your manager before the start of your vacation if you wish to postpone it (Art. 11.17).

Upon your return, a new date will be determined taking your preference into account.

Vacation refusal

- The Employer must notify you in case of refusal.
- You will be able to make another choice based on your seniority.
- Always check the reason before changing your request.

Need help?

Write to us at ccomtl@apsq.com