

Date: October 27, 2020

CLIFF: 1061515

File: 195/20 All BCEHS Staff

To: All BCEHS Employees/CUPE 873 Members

From: Darlene MacKinnon, Chief Operating Officer, BCEHS and
Troy Clifford, Provincial President, APBC

RE: Vacation Selection Update

As part of the 2019-2022 Collective Agreement, several joint employer/union committees were created to continue work defining aspects of the agreement. The *Vacation Selection Review Committee* was established as a working group for the purpose of streamlining processes and technologies for vacation selection.

As an outcome of a recent *Joint Implementation Committee* meeting and regular meetings since November 2019, the *Vacation Selection Review Committee* has updated vacation selection processes and related documents. The parties have also developed a new vacation selection guideline document to support the new processes.

2021 Vacation Selection Process

Vacation selection for 2021 will be virtual. In light of COVID-19, we will not be holding face-to-face vacation picks. We have also agreed on a new process that will use pre-submitted forms to assist in streamlining the process. The *Vacation Selection Form* has been revised to allow for a greater range of options in how alternate choices are presented.

In preparation for the 2021 vacation selections, all full-time (FT) and regular part-time (RPT) employees are required to submit a *Vacation Selection Form*. The Vacation Selection Form and instructions can be found at the bottom of this link on the BCEHS [Intranet, here](#). **This form must be completed and submitted by November 8, 2020.**

The 2021 vacation selection dates will be scheduled in the coming weeks. All full-time and/or regular part-time employees will select holidays as per the new collective agreement and the [new Vacation Selection Guideline document](#). This new guideline document details the new processes, including what has changed and how the changes apply.

An email was delivered to all full-time and regular part-time staff on Friday, October 9 outlining their 2020 vacation and statutory holiday entitlement balances including previously scheduled holidays to the end of the year. Please review this email and connect with your manager/supervisor if there are any discrepancies.

If you are an Alpha shift pattern scheduled employee, changes have occurred to your work schedule ([Appendix 22 – MOA, page 116](#)) that impact your vacation selection and balance. Selecting a three-shift block will result in one shift returning to your carry-forward balance. If the new carry-forward balance totals four shifts, you must select an additional block of holidays.

If you are on a dispatch Alpha shift pattern, changes have occurred to your work schedule also ([Appendix 22 – MOA, page 117](#)) which impact your vacation balance. Selecting a five-shift block will result in a subtraction of five shifts from your total vacation entitlement. This may result in a negative balance that must be resolved by one of the options provided should you have insufficient holiday entitlement to cover the selected vacation.

IMPORTANT: Once vacation picks have been submitted, employees should be available by phone or via a Zoom meeting on their assigned vacation pick dates to ensure errors, issues or questions can be immediately resolved.

If an employee's first selection is not available as indicated on the form, BCEHS will make one attempt to contact the employee or their designate at the number they provided on the form. If contact cannot be made BCEHS will work with CUPE 873 to select holidays based on the employee's vacation selection form and/or the previous year's vacation assignment.

If you have any questions that your manager or union representative cannot answer, you can email vacationpicks@bcehs.ca.

Sincerely,

Original signed by

Darlene MacKinnon
Chief Operating Officer
BC Emergency Health Services
Provincial Health Services Authority

Original signed by

Troy Clifford
Provincial President
Ambulance Paramedics of BC
CUPE Local 873