

Vacation Selection Guidelines Document

BC Emergency Health Services (“BCEHS”) - And - Ambulance Paramedics of BC – CUPE Local 873 (“APBC”)

Introduction:

In accordance with the 2019 – 2022 Ambulance Paramedics and Ambulance Dispatcher Subsector Collective Agreement Specifically Appendix 9 Memorandum of Agreement

Re: BCEHS Vacation Selection Review Committee.

Whereas the current Collective Agreement sets out the foundation for a structure of vacation selection among employees, by post, on a rotating basis in order of seniority;

And whereas the parties have agreed to a much more detailed process outlined in LOA#31 "Holiday Selection Process for CUPE 873 Employees";

And whereas the parties wish to review and explore the extent to which the detailed process in LOA#31 can be simplified and streamlined, without unduly interfering with seniority rights and operational requirements;

Therefore, the parties agree to establish a working group, within sixty (60) days of ratification of the 2019-2022 Collective Agreement, consisting of up to four (4) representatives from each of the Employer and the Union for the purpose of identifying opportunities to group and/or streamline processes and technologies for vacation selection in accordance with the principles above.

The parties further agree that the content of LOA#31 shall form the Vacation Selection Guidelines Document and shall be subject to any revisions agreed to by this committee.

The parties acknowledge that any revisions to the vacation selection process must be agreed to no later than June 30 in a given year for such revisions to be implemented for that year's vacation selection process.

The parties recognize there may be other issues arising from this agreement and are committed to addressing those issues should they arise, including creating a step-by-step guide to clarify in more detail the selection processes set out below to ensure consistency among all stations and posts.

The parties agree to the following:

a) Primetime Model

There will be only one primetime model which may be applied to any post within the Province:

1. Primetime periods are defined as blocks ranging within the following time periods: June 15 to September 15, and December 21 to 31 inclusive within the respective years.
2. There will be a maximum of three (3) primetime picks in round one.
3. Effective as of the signing of this agreement, posts identified as using the primetime model are, as set out in Appendix "A" in this document, to be amended as required in accordance with items (a)(1) and (a)(4):
4. Posts wishing to adopt the primetime model must hold a post-wide vote that includes all full-time employees and any changes must be ratified through Article 8 of the Collective Agreement. The vote and ratification will be conducted by the Union. The voting process and notification must be completed before September 1 in the year preceding the vacation year of implementation (e.g. September 1, 2015 for the 2016 holiday year, etc.)

b) Employee Transfers Between Posts

Employees who are identified arrivals will be factored into the holiday selection process for the post they will be working in the coming year.

Management will honour approved holiday selections when an employee transfers between posts or changes shifts/platoons or rotation positions. Changes in posts, shifts or positions may impact holiday entitlement or rotation schedules. Entitlement and use may need to be recalculated.

Any adjustments will be by mutual agreement, taking operational needs into consideration.

c) Employee Changes in Shift Patterns/Rotations/Platoons/Teams

Should an employee transfer between posts or change shifts/platoons/teams or rotations and the change creates an insufficient vacation balance, the following will be offered to the employee

- Employee can use CTO to cover the shift(s).
- Employee can return/cancel one full block of holidays.
- Employee can choose to take the vacation block and have any shift(s) taken without adequate entitlement as leaves without pay.
- Choose which shift(s) in the vacation block they want to work and schedule as regular shift(s) (no vacation premium pay would apply) – the employee may opt to exchange the shift with another employee following established practices. The

worked regular shift will not attract vacation pay. However, the days off following vacation block will be paid as per the Collective Agreement.

Should no options be selected in the vacation year, the employer will honor all vacation blocks selected and the final block of the year which do not have adequate vacation balances to cover the time off will be recorded and processed as a leave without pay. For clarity, this article (c) only refers to insufficient vacation balances resulting from transfers between posts or changes in shifts/platoons/teams or rotations (i.e. “laterals” in a post), and not for insufficient vacation balances for any other reason.

d) Students

Students engaged in employer-sponsored training per Article 13.05 will select holidays outside of this process to accommodate training schedules. ACP or similar orientation to practice is not considered “in training” for the purposes of holiday selection.

e) Forms

All platoon and team schedules, vacation selection forms, holiday forms, entitlement forms, approval forms, and calendars identifying specific primetime blocks will be published in advance of holiday picks each year. The forms will include new rotation information for extra shifts in dispatch and extra shifts off for Alpha employees.

The parties will collaborate on all applicable forms, documents and correspondence to be used for holiday selections prior to each year’s process.

f) Verification and Authorization

The holiday committee, as applicable, will verify holiday selections as they are added to the master schedule to ensure accuracy. When individual selections are completed, verification will be provided, and employee signatures will be required.

A management representative will sign off to approve vacation time in accordance with Article 19.06 of the Collective Agreement before the vacation year begins.

g) Holiday Committees

A provincial holiday committee will also be established to oversee all holiday selections. This committee will consist of no more than four (4) management appointees and four (4) Union appointees in accordance with Article 8 of the current Collective Agreement and Appendix 9 of the MOA.

The parties will mutually determine any requirements for additional holiday selection committees.

h) Employee Classification

Employees will select vacation by their classification within their respective post. This includes CCP, ITT, ACP, PCP, EMR (Transfer Fleet), Dispatch, Regular Part Time, and Specialty Programs (Off Car Unit Chiefs, Paramedic Specialists, Practice Educators, Community Paramedics, and Special Operations). Paramedic Response Units (PRUs) will select within their respective post and applicable license level.

The parties agree that the categories identified in this clause are not exhaustive and agree to review and determine any possible classification divisions.

i) Annual Entitlement

Entitlement will be based on the respective calendar year in accordance with Article 19.03. Holiday selection is for current entitlement only and is completed over two rounds of picks. Round one includes all but two blocks and round two includes the remaining full blocks.

Job shares working full blocks will select all but one block in the first round and will select the remaining block in the second round. Job shares working half blocks (working two shifts per block), will select all but two blocks in the first round, and will select the remaining two blocks of two shifts each in the second round.

Entitlement notices will be sent 30 days before vacation selection begins. Employees should advise their supervisor of any disagreements before the vacation selection process, with as much notice as possible. Any adjustments will be handled by the Manager.

j) Carry Over

Holiday selection will focus on choosing complete blocks. Employees wishing to take individual days will apply for them separately in accordance with Article 19.03(i).

Notwithstanding Article 19.03(i), an employee wishing to take their partial blocks (single shifts), should make this known during the holiday selection process. These are completed after the annual holiday selection process has ended.

Notwithstanding the above, any employee who chooses not to select partial holiday blocks, stats, or carry overs can apply in advance of monthly scheduling deadlines to use all or a portion of their remaining balance.

k) Unused Vacation

Unused vacation entitlement due to LTD, WCB, STIIP, cancelled leaves, will be managed outside of the annual holiday selection process, and/or paid as per Article 19.03 (k) of the Collective Agreement.

Unused vacation due to maternity/parental/adoption leave shall be managed outside of the annual holiday selection process.

l) Cancellations/Changes

Once holidays are selected and approved, employees will take them according to Article 19.06. Employees can request cancellations, amendments and changes before the monthly scheduling deadline, and will not be unreasonably denied, on a case-by-case basis based on operational requirements.

m) Wild Cards

Wild cards apply to all employee classifications and will reflect the remaining holiday entitlement not totaling one full year. They are used to promote greater flexibility for those selecting holidays throughout the year.

At no time will there be two wild cards used on any given block or overlap. This method will apply to all employee groups. Wild cards will be equally distributed over the 40- or 120-day cycles. When using the platoon card pick method, wild cards will be evenly spaced over four -three month cycles (January-March, April-June, July-September, October-December) rather than the 40 or 120 day cycles (formerly 56 or 70 day cycles).

n) Vacation Selection Form by Platoon/Team indicating Rotation

Vacation selection forms will be required and submitted by every employee to the employer by a designated date prior to the scheduled vacation pick day. Employees should select all the blocks on the form in order of preference, to minimize the need for BCEHS to contact them.

The committee recognizes the long term desire for the parties to streamline and simplify the vacation selection and if circumstances (ex. COVID-19 , or any other pandemic or government ordered restriction, etc.) interrupt our ability to hold face to face vacation picks or a decision is made to not hold face to face vacation picks the forms will be used to complete the process.

Upon receipt of the vacation selection form by the designated date the employer will, with Union observation:

1. Follow established processes and select holidays based on the selection form.
2. At the point in the selection process where an employee selection is not available as indicated on the form, the employer will make one attempt to contact the employee or their designate at the number they provide on the form.
3. If the employer cannot make contact, they will work with the Union (as past practice) to select holidays based on the employee's vacation selection form or previous year's vacation assignment.

o) Attendance

Attendance is voluntary during holiday selection. Employees are required to submit a vacation selection form and may also designate a representative to assist in selecting their holiday entitlement.

Employees who elect not to attend and/or do not provide a vacation selection form will have their holidays selected and will not be permitted to change their assigned holidays except under clause l) Cancellation/Changes.

At the time of selection, the vacation selection form will be used, and **one** telephone call will be made to contact the employee if a vacation block is not available in the order requested to obtain further direction.

Employees who do not attend or do not supply a vacation selection form, will have their holidays assigned to them using their previous year's picks as a guideline, if available.

Employees will be given the opportunity to fill out a vacation selection form over the phone. However, this should not be considered a normal way of supplying proposed holiday selections.

- p) Regularly and Irregularly Scheduled (platooned) Employees assigned to Alpha shifts will receive their annual entitlement for vacation selection in shifts and then blocks will be calculated based on 4 shifts per block.
1. All employees (Alpha/Bravo/etc.) will select their first round full block entitlement in seniority order and, for Alpha employees only, the employer will at the time of the selection determine if any blocks selected in the first round contain three (3) shifts based on the employee's rotation and their selection.
 2. The employer will take any extra shifts created by selecting a short block and add it to any carry forward the employee may have (keeping two full blocks – eight (8) shifts for the second round) and determine if an additional full block(s) is available.
 3. The employee will then immediately select any additional full blocks (4 shifts) created in the first round before the employer moves to the next senior employee. Further, if the employee has a 3 shift carry forward, the employee will also be offered the option to select

a 3 shift rotation block if desired and available to the employee. Should the employee choose not to utilize the 3 shifts carry forward they may have to choose an additional block in the second round if further carry forward totals 4 or more shifts.

4. The employer will then recalculate the overall blocks and dispersal before proceeding to the next senior employee.
5. Upon completion of first round picks, the second round picks will proceed for all employees. In the second round, for Alpha employees only, the employer will at the time of the selection determine if any blocks selected in the second round contain three (3) shifts based on the employee's rotation and their selection.
6. The employer will take any extra shifts created by selecting a short block and add it to any carry forward the employee may have and determine if an additional full block(s) is available.
7. The employee will then immediately select any additional full block(s) (4 shifts) created in the second round before the employer moves to the next senior employee. Further, if the employee has a 3 shift carry forward, the employee will also be offered the option to select a 3 shift rotation block if desired and available to the employee.
8. The employer will then recalculate the overall blocks and dispersal before proceeding to the next senior employee.

q) Irregularly Scheduled Employees

1. For those posts where irregular scheduled employees are assigned to platoons and/or teams, as applicable, they will select their holidays in accordance with their seniority and classification.
2. Irregularly scheduled employees assigned to teams or platoons will also be assigned to a rotation so they can determine those blocks in a year that may contain an extra shift (on teams) or blocks with only three shifts (Alpha).
3. Irregularly scheduled employees not assigned to teams or platoons will pick their holidays based on their entitlement based on full blocks and any adjustments will be made as per Schedule A of Collective Agreement.
4. For non-dispatch posts where irregularly scheduled employees are not assigned to platoons and for the purposes of holiday selection, employees will select their holidays in accordance with their seniority and classification and will be given the following as per Article A1.01(i)(ix):
 - i) ISEs will normally be scheduled into shift vacancies that fall within a "Work Block". "Work Block" means those hours of work within a 96 consecutive hour period, commencing with a day shift.
 - ii) Two (2) days clear before their four (4) days of holiday block followed by four (4) days clear.

- iii) Four (4) shifts must be followed by a minimum of two (2) days off. Employees can then be scheduled for four (4) shifts again, but this block must be followed by four (4) days off.
 - iv) Six (6) shifts in a row must be followed by four (4) days clear.
5. For dispatch posts where irregularly scheduled employees are not assigned to teams / platoons and for the purposes of holiday selections, employees will select their holidays in accordance with their seniority and classifications (e.g. call taker and EMDs), and will be given the following:
- i) For dispatch employees working the 4/6 shift pattern: two (2) days clear prior to their four (4) days of holiday block and in addition, six (6) days clear following.
 - ii) For dispatch employees working the 4/4 shift pattern: two (2) days clear prior to their four (4) days of holiday block and in addition, four (4) days clear following.
 - iii) Four (4) shifts which must be followed by minimum of two (2) days off. They can then be scheduled for four (4) shifts again, but this block must be followed by four (4) days off.
 - iv) Six (6) shifts in a row must be given four (4) days clear following.
 - v) Employees assigned to alternate patterns such as 4/3, 3/4 “Echo” and “Delta” will select within their classifications and respective shift patterns by seniority.
 - vi) Once holiday selection has taken place, schedules will be created consistent with provincial scheduling procedures. Irregularly scheduled employees will receive their schedule for the six (6) months as known with confirmation monthly subject to change in accordance with the Collective Agreement and the Irregular Scheduling Agreement.

r) Posts with No Irregular Scheduled Employees

No more than one person off at time (no overlap of blocks) will be permitted, with the exception being if there was more entitlement than a single line. In this situation, additional entitlement is used as a wild card on the next line equally distributed over 40-day cycles. Notwithstanding the above, there is no restriction to disbursement into 40-day cycles for one and two person stations. In one and two person posts, employees may select single shifts or partial blocks in accordance with Article 19.03(i).

s) Single Station Posts with Irregular Scheduled Employees

Holiday block entitlements and selections will be spread evenly throughout the year over 40-day cycles to ensure maximum staff coverage and the use of irregular scheduled employees. The parties agree to use wild cards to facilitate this process.

In the case of one irregular employee, entitlement is calculated, and first line is used equally to divide entitlement blocks over a 40-day cycle. Any additional entitlements are used as wild cards on the next line equally distributed over 40-day cycles.

In the case of two irregular scheduled employees, entitlements are calculated, and the first two lines are utilized equally, dividing entitlement blocks over 40-day cycles. Any additional entitlements are used as wild cards on the next line equally distributed over 40-day cycles.

This same scenario applies as irregular scheduled employees are added. Refer to Article A1.01(i)(v) – for posts with less than four (4) ISEs, the ISEs are assigned to a platoon for administrative purposes but deemed to be scheduled as Alpha shift pattern defined under Schedule A1.01(e) (i) or A1.01(f) (ii).

t) Multi-station Posts: Abbotsford, Nanaimo, Kamloops, Prince George and Kelowna

For the purpose of holiday selection, employees may be assigned to platoon if operationally feasible and following Article A1.01(i)(iv). For posts with four (4) or more ISEs, at a given license level, those ISEs will have the schedule of the assigned platoon. In this case, the following scenarios would be applicable to each platoon dependent on number of irregularly scheduled employees:

1. In the case of one irregular employee, entitlement is calculated, and first line is used to equally divide entitlement blocks over 40-day cycles. Additional entitlements are used as wild cards on the next line equally distributed over 40-day cycles.
2. In the case of two irregular scheduled employees, entitlements are calculated, and the first two lines are used to equally divide entitlement blocks over 40-day cycles. Any additional entitlements are used as wild cards on the next line equally distributed over 40-day cycles.

This same scenario applies as irregular scheduled employees are added.

u) Victoria and Vancouver Posts

Irregular scheduled employees are assigned to platoon. Employees that are assigned to alternate patterns such as Echo and Delta will select within their classifications and respective shift patterns by seniority.

v) Trail Post

For the purpose of holiday selection, all classifications in the Trail post will select together by seniority.

w) Kelowna 380 Post

Kelowna 380 Post are excluded from (g) of this Letter of Agreement and will select together by seniority.

x) Dispatch Posts

1. Extra Shift rotations - Under the new Collective Agreement dispatch employees are required to be scheduled and work an extra shift every sixth block (Appendix 22, paragraph 2.)
 - i) For the purposes of vacations selection only - employees will be allotted their number of vacation blocks based on four (4) shifts to a block.
 - ii) Vacation Selection will follow established practices based on a four (4) shift rotation per block.
 - iii) At the conclusion of the Vacation Selection process and/or before December 15 the employer will advise employees of:
 - any vacation blocks containing five (5) shifts based on their scheduled rotation and the holidays they selected.
 - Determine if the employee has adequate vacation entitlement/balance to cover the extra shift(s).
 - iv) Should an employee not have adequate vacation entitlement/balance to cover the extra shifts created by the five (5) shifts in a block rotation the following options will be offered immediately after vacation pick to resolve any insufficient balance:
 - Employee can use CTO to cover the shift(s).
 - Employee can return/cancel one (1) full block of holidays.
 - Employee can choose to take the vacation block and have any shift(s) taken without adequate entitlement as leaves without pay.
 - Choose which shift in the vacation block they want to work and schedule as regular shift (no vacations premium pay would apply) – the employee may opt to exchange these shifts with another employee.
 - The worked regular shift will not attract vacation pay. However, the days off following the vacation block will be paid as per the Collective Agreement.
 - v) Should no options be selected the block containing the extra (fifth) shift, the extra shift abutting the regularly scheduled rotation block will be scheduled as leave without pay.
2. Dispatch employees will select holidays within their respective post and classification in accordance with this agreement and the following:
 - i) Dispatch employees working the 4/6 shift cycle will be identified as Team 1, 2, 3, 4, 5.
 - ii) Dispatch employees working the 4/4 shift cycle will be identified as platoons for the purposes of holiday selection.
 - iii) Dispatch employees assigned to alternate patterns A1.01(e)(iv) 4/3, 3/4 “Echo” and A1.01(e)(i) 5/2 “Delta” will select holidays within their classification by seniority and are treated as a group for purposes of holiday selection.
 - iv) Dispatch will use 120-day cycles for the purpose of holiday selection.
3. For those dispatch employees working 14-day cycles in accordance with Article 19.03(d) of the Collective Agreement, the parties agree to create an amendment that allows for selecting holidays on 7-day cycles.

y) 4 on 3 off, 3 on 4 off Shift Pattern

Holiday selection for employees working the 4on 3off, 3on 4off shift pattern in accordance with A1.01 (e) (iv) and 19.03 (d) will follow the process below:

1. Employees may select vacation in 7-day blocks. Each 7-day block may contain three (3) or four (4) work shifts. To determine an employee's total block entitlement, the employee's total number of shifts allotted will be divided by three (3) and one line will consist of 52 blocks (356 divided by 7 and rounded up).
2. As each selection is made, the appropriate number of shifts will be deducted from an employee's total allowable entitlement. For example, if an employee selects four (4) blocks containing four (4) shifts, and two (2) blocks containing three (3) shifts, then 22 shifts will be deducted from their total allotment.
3. Real-time deduction of shifts must occur to ensure the employee is selecting "all but two blocks" in the first round. The total block entitlement originally calculated (based on three shift blocks) may be adjusted based on the employee's selections throughout the process.

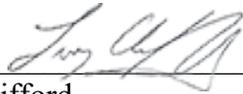
Effective as of the signing of this agreement, the parties agree that it constitutes the requirements under MOU 31 and replaces the October 9, 2015 agreement with respect to holiday selection and is now referred to as the Vacation Selection Guidelines Document.

The parties may agree to terminate, alter or extend this agreement through the PJLMC process.



Dean Levangie
Strategic Negotiations Lead
HEABC

Date
October 27, 2020



Troy Clifford
President, CUPE 873

Date
October 27, 2020

APPENDIX “A”

BCEHS Station Primetime Holiday Utilization Changes

In accordance with the Vacation Selection Guidelines Document dated [October 27, 2020], the following list captures any changes to the list of stations utilizing the prime-time model for holiday selections. This appendix will be update annually on or before the September PJLMC.

Station #	Station Name	PJLMC Date	Add or Remove
Multiple	Vancouver Post	2015-10-09	Add
Multiple	Kelowna Post	2015-10-09	Add
Multiple	Prince George Post	2015-10-09	Add
120, 122	Nanaimo Post	2015-10-09	Add
329	Penticton	2015-10-09	Add
337	Vernon	2015-10-09	Add
202, 205	Abbotsford Post	2015-12-10	Add
215	Mission	2015-12-10	Add
150	Courtenay	2015-12-10	Add
Multiple	Victoria Post	2016-09-15	Add
124	Port Alberni	2017-01-25	Add
280	Vancouver CCT	2018-09-06	Add
380	Kelowna CCP	2020-10-27	Add
314, 315	Kamloops	2020-10-27	Add
370	Kamloops CCP	2020-10-27	Add

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