



VACATION SELECTION FOR 2012

ALL CLERKS AND MAINTENANCE CRAFTS

THE FOLLOWING PRINCIPLE RULES ARE BASED ON THE ANNUAL LEAVE PROVISIONS OF THE NATIONAL AND LOCAL AGREEMENTS:

1. ANNUAL LEAVE SHALL BE INDIVIDUALLY SELECTED ON AN OFFICE WIDE SENIORITY BASIS WITHIN EACH CRAFT OR OCCUPATIONAL GROUP WITH DUE REGARD FOR THE NEEDS OF THE SERVICE.
2. THE VACATION WEEK SHALL BEGIN ON A MONDAY AND END ON A SUNDAY, REGARDLESS OF THE EMPLOYEE WORK WEEK.
3. THE CHOICE VACATION PERIOD SHALL BEGIN ON MONDAY, MAY 7<sup>TH</sup>, 2012 AND SHALL CONTINUE FOR 26 CONSECUTIVE WEEKS THROUGH THE LAST WEEK OF OCTOBER 29<sup>TH</sup>, 2012.
4. EMPLOYEES EARNING 20 OR 26 DAYS ANNUAL LEAVE PER YEAR ARE LIMITED TO: 3 WEEKS WITH NO MORE THAN 2 SELECTIONS DURING THE CHOICE VACATION PERIOD. IF YOU DESIRE 2 WEEKS TOGETHER, YOU MUST PUT A PLUS (+) BETWEEN THE 2 WEEKS. THIS WILL THEN BE CONSIDERED AS 1 SELECTION. IF YOU SELECT 2 WEEKS TOGETHER AND 1 OF THOSE WEEKS ARE NOT AVAILABLE, YOU WILL NOT BE AWARDED EITHER WEEK. IT IS ADVISED THAT YOU COMPLETE ALL THREE (3) CHOICES TO BE AWARDED A VACATION.
5. EMPLOYEES EARNING 13 DAYS ANNUAL LEAVE PER YEAR ARE LIMITED TO 2 SELECTIONS DURING THE CHOICE PERIODS, NOT TO EXCEED 10 DAYS.
6. THE MAXIMUM NUMBER OF EMPLOYEES ON ANNUAL LEAVE DURING ANY ONE WEEK OF CHOICE PERIOD SHALL BE AS FOLLOWS:
  - a) DURING THE MONTHS OF JUNE, JULY AND AUGUST- 12% OF THE TOTAL AMOUNT OF CLERK CRAFT EMPLOYEES ON THE ROLLS AS OF FEBRUARY 1ST OF THE LEAVE YEAR. DURING THE MONTHS OF MAY, SEPTEMBER AND OCTOBER THIS AMOUNT WILL BE 10%.
  - b) MAINTENANCE CRAFT- 25% FOR EACH OCCUPATIONAL GROUP BY TOUR, ROUNDED-UP.
- \*7. THE MAXIMUM NUMBER OF INDIVIDUAL (SEPARATE) WEEKS IS TWO (2) PER CHOICE. EACH WEEK IS CONSIDERED A SELECTION WHICH EQUALS YOUR TWO SELECTIONS. **IF YOU CIRCLE 3 SEPARATE WEEKS YOU WILL NOT RECEIVE ANY VACATION.** TO RECEIVE MAXIMUM 3 WEEKS FOR A VACATION DURING THE "CHOICE VACATION PERIOD" IS TO **CIRCLE 2 WEEKS TOGETHER, MUST HAVE A (+) PLUS SIGN CONSECUTIVE AND 1 OTHER WEEK (see #4).**

