



Bringing Learning to Life!

Vancouver Island North School District No. 85

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June 26, 2018

Dear SD85 Principal/Vice-Principal:

I am writing to clarify the district's position on the granting of vacation/special leaves pursuant to Article 21.02 & Article 23.14 of the CUPE collective agreement.

Article 21.02: An employee's vacation shall, where practicable, be granted at the time requested, but in all cases the commencement date must be at a time most convenient to the operation of SD85....

Article 23.14 Employees may be granted a leave of absence for good and sufficient cause, with or without pay, by placing such request in writing to the Secretary-Treasurer.

This letter identifies the guidelines the employer will apply when considering vacation leave requests submitted by our school-based employees who work less than 12 months per year. I am referring to requests for vacation leave during the school year other than Christmas and Spring Break. Where employees have accrued sufficient vacation time, the school district may approve vacation leave during the year subject to the following guidelines. Please ensure that all school-based CUPE employees receive a copy of this letter.

GUIDELINES:

1. The vacation leave requested does not create any difficulties for the school in terms of:
 - a) Special events
 - b) Student needs /programs
 - c) Semester beginning or end
 - d) General workload
 - e) Reporting periods
 - f) Other problem areas
2. A fully qualified replacement worker must be available;
3. The employee must have made efforts to prepare for the requested absence;
4. These leaves will be limited to timelines acceptable to school and district administration;
5. Significant advance notice must be given.

Notwithstanding these guidelines, the school district reserves its right to refuse any request in accordance with Article 21.02 & 23.14 of the collective agreement. Employees should attach a letter to their leave request form that includes evidence that the issues identified in the guidelines have been addressed. These guidelines will ensure our students, staff and school community will continue to receive predictable and reliable service when school-based employees take vacation/special leave.

Yours truly,

Carol Robertson Superintendent of Schools/CEO

- Cc. J. Martin, Secretary-Treasurer
D. Gildersleeve, Manager, Operations & Maintenance
J. Welch, CUPE Vice-President
All SD85 CUPE Staff