

### **What if I get sick while I'm on vacation?**

If you are on vacation and something unexpected happens (death of a family member, you are hospitalized, you are sick (verified by a doctor) for more than 4 days, you get sick prior to commencing your vacation and it continues into the vacation time, or you are granted some other form of a leave of absence), you can take that time as the appropriate leave (bereavement, sick, unpaid leave of absence). The vacation that was "displaced" can be reinstated as credits, or you can add those days on to your vacation.

For example, you start a 3-week vacation on January 1. On January 2, you are hospitalized. You inform your supervisor and provide a medical note verifying that you have been hospitalized and you request that the time you spend in the hospital be approved as sick leave. You are in the hospital for 5 days and are released on January 7. You continue your approved vacation time until your normally scheduled date of return (January 22). You now have the option of taking an additional 5 days vacation (if mutually agreed between you and your supervisor) returning on January 27 or having those 5 days reinstated as vacation credits (returning on January 22 and taking those 5 days at some other time).

*(Article 13.11)*

### **What happens to my vacation when I terminated my employment?**

If you terminate employment with outstanding vacation credits remaining, they will be paid out to you, minus statutory deductions.

*(Article 13.13)*

### **What happens if I work in more than one health region or I have multiple employers within the same health region?**

If you work in more than one health region, or for more than one employer covered by our Collective Agreement, you will earn vacation credits in all regions at the highest rate you are accruing. For example, you have worked in the Saskatoon Health Region for 10 years and are earning 4 weeks vacation. You have recently started working in the Heartland Health Region and, under normal circumstances, you would be earning 3 weeks vacation. However, since you work in the Saskatoon Health Region and are accruing vacation at a higher rate, you will accrue vacation in Heartland Health Region at the rate of 4 weeks per year.

*(Article 13.14)*

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Rev 07/08



# ***Vacation Leave:***

## **Frequently Asked Questions Regarding Carry Over and Entitlement**

Health Sciences Association of Saskatchewan has negotiated contract language into its collective agreement with SAHO that provides for vacation leave. This document is intended to assist HSAS members in understanding their entitlements.

## Vacation Carry Over

For all Members except those who had been previously covered by the CUPE 600 or SGEU/PSC Agreements it works this way

- You are entitled to carry over your full entitlement for the current year plus five days earned in previous years. For example - A Member earns vacation at a rate of three weeks per year. That Member is entitled to carry over their full three weeks from the current year into the next. They are as well entitled to carry over an additional five days earned in a previous year. 15 days + 5 days = 20 days carry over.
- *(Article 13.10)*

For Members who had been previously covered by the CUPE 600 or SGEU/PSC Agreements it works this way:  
*(Appendix A)*

- Members are limited to carrying over five days unless they get permission from their employer to carry over more

These provisions are in place to allow you to consistently have the option to take “blocks” of time.

By allowing you to carry over your vacation time it ensures that you always have a large enough balance of vacation credit to

provide you with flexibility when planning to take your vacation.

**Members are not required to provide any explanation to their Employer as to why they want to carry over vacation time.**



## Vacation Entitlement Information Article 13

### How do I earn vacation credits?

You earn credits every month. The amount you earn depends on your current vacation entitlement which is based on years of service or other circumstances which were negotiated / offered / carried over upon your commencement.

*(Article 13.01 and Article 13.07)*

### How do I know how much I earn / have accumulated?

The employer must post your projected accumulated vacation credits by February 1 each year. In addition, if you are unsure, you can contact your payroll representative.

*(Article 13.04)*

### How do I request vacation time?

You are able to use your vacation credits as they are earned and you are entitled to an unbroken period of vacation if you choose.

Most workplaces have their own system for working out vacation schedules amongst colleagues. However, in the case of a disagreement, seniority shall be the deciding factor for your first choice (if you plan to split up your vacation, seniority will only be used as the deciding factor in the first instance). To exercise your seniority rights, you must make your selection by March 1 of each year.

*(Article 13.05)*

### When is the vacation schedule for my worksite posted?

The Employer will post the vacation schedule for the upcoming year (April 1 – March 31) by March 15. If changes are needed, mutual consent between your supervisor and yourself is required.

*(Article 13.06)*

### I want to pre-pay some bills before I go on vacation. Can I request a pay-out of vacation credits in advance of the vacation I plan to take?

If you choose, you can receive your vacation pay in advance of actually taking your vacation (provided you give the Employer 14 days written notice).

*(Article 13.09)*