



February 09, 2024

# UNIFOR VACATION, GENERAL HOLIDAYS, & VACATION PURCHASE PROGRAM - RECONCILIATION

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**This bulletin applies to employees who work in Airports, Call Centres, Customer Journey Management and Customer Relations.**

Dear Colleague,

The purpose of this document is to layout the terms and conditions of the vacation reconciliation applicable to the 2023 Vacation, General Holiday Option (GHO) and Vacation Purchase Program (VPP) offered to the employees covered by the Air Canada-Unifor Collective Agreement.

## Timelines

First vacation statement issued:

**March 08, 2024**

*Pay period covering March 03 to March 16, 2024 snapshot of Time bank is taken:*

**March 16, 2024**

Time Bank deduction on paycheck of:

**April 10, 2024**

Final confirmation of your statement:

**April 19, 2024**

Air Canada payouts/Employee deduction on pay date of:

**April 24, 2024**

Once the First Statement (March 08, 2024) is issued, employees can view their statement and advise if they believe there are any discrepancies in dates/ hours. On April 19, 2024, the final statement will be launched.

## Viewing your Statement

In accordance with the above timelines, employees can view their statements via:

**ACaeronet under HR Connex > Go to eHR Kiosk > Unifor Vacation Statement**

This detailed statement will provide a breakdown of all Time Off taken from 2023 (ie. Vacation, GHO and VPP). In the "Show Details", employees will be able to view all dates with applicable hours of Time Off.

## Vacation Entitlement

In accordance with Article 14.02.01 of the Collective Agreement, the Air Canada-Unifor vacation entitlements are as follows:

Years of Service	Entitlement (in weeks)	Entitlement part-time (in hours)	Entitlement full-time employees (in hours)
1 through 4 years	2	40	80
5 through 9 years	3	60	120
10 through 24 years	4	80	160
25 Years and over	5	100	200

Employees will continue to be eligible to take their full entitlement as Time Off. During the course of the year, no employee will see any deduction made from their pay check for any Time Off that was taken, even if this Time Off exceeds their Vacation Entitlement. Any time taken in excess of one's prorated entitlement will be considered as "Additional Time Off" (ATO) and will be owed back to the Company. As per our established processes, all Time Off will be decremented first as Vacation, followed by GHO and VPP.

### Prorated Entitlement

As per Article 14.08.03 of the Collective Agreement, any leave of absence taken throughout the year in excess of thirty (30) consecutive days, with the exception of absences due to workplace injuries, will be prorated according to the time worked during the year.

In order to avoid being in an overpayment situation, employees have the opportunity to use the *Unifor Vacation Calculator*. This tool allows each employee to calculate their own prorated entitlement in hours and determine the number of hours of paid vacation. Employee can access this tool via:

**ACaeronet under HR Connex >Go to eHR Kiosk > Unifor Vacation Calculator**

## Vacation Reconciliation

During the reconciliation process, the Company will reconcile all of this Time Off from the previous vacation year, 2023.

### Money owed back to you from the Company

Should the Company owe you any money, it will appear on your paycheque of April 24, 2024.

### Money owed back to the Company

All Additional Time Off will be deducted in the following order:



1. From an employee's Time Bank. If insufficient hours in the Time Bank or if the employee does not have a Time Bank;
2. Pay cheque deductions for all remaining additional time off to a maximum of \$150.00 per pay for Full-Time employees and \$75.00 per pay for Part-Time employees.

**NOTE on Time Bank:**

Time bank deductions will occur on your paycheque of April 10, 2024 (pay period covering March 17 to March 30, 2024).

Should you owe money to the Company after the Time Bank process, you will be payroll deducted on April 24, 2024 (pay period covering March 31 to April 13, 2024).

During the reconciliation process, should an employee owe money back to the Company because of Additional Time Off taken during 2023, there will be a gross to net calculation of 60% for all the money owing to that employee.

Example:

60% of an employee's Vacation Pay Adjustment, VPP Balance owed to them or Vacation Payout is greater than the total amount owed by that employee, there will be a one-time deduction of the full ATO on pay date of April 24, 2024.

If the 60% is less than the ATO owed by the employee, the Company will apply the 60% deduction and any outstanding monies to a maximum of \$150 per pay for Full Timers and \$75 for Part Timers for any outstanding monies owed.

All money owed back to the Company will be eligible to applicable taxes.

## Vacation Pay

Employees will continue to receive a Vacation Pay Adjustment which is equivalent to 4%, 6%, 8%, 10% of their vacationable earnings (depending on years of service). This money will appear on their paycheque on April 24, 2024. All money paid out to employees will be added to their gross earnings and appear in full on the earnings side of the pay check.

Should you have any questions, please don't hesitate to contact your local resource manager.

Sincerely,

*Tayla De Sant'Anna*

Tayla De Sant'Anna  
Labour Relations Specialist

*Benoit Lapointe*

Benoit Lapointe  
Bargaining Committee Chairperson

