

CRPEG Excess Vacation Tracking and Usage

This document is to provide all CRPEG Members who had excess vacation as of July 25, 2012 further information on how the Excess Vacation for CRPEG staff will be saved and tracked in the Leave System as per Article 13.03. under the new CRPEG Collective agreement regarding Vacation Leave which states:

ARTICLE 13 - VACATION LEAVE

13.03 (d) All employees with vacation banks in excess of the carry-over maximum as of July 25, 2012 shall have those banks protected for future redemption as leave or cash upon request by the employee and approval of the employer.

In an effort to report, track and protect the earned Excess Vacation, the time will be captured under its own section of the Leave System titled “**Vacation Reserve**”. The “**Vacation Reserve**” column will reflect the current number of Excess Vacation days that a CRPEG employee has accumulated. The numbers reflected in the “**Vacation Reserve**” is excess vacation as of March 31, 2013.

This “**Vacation Reserve**” line will only appear for those CRPEG members who had excess vacation as of March 31, 2013. The Leave for the week of March 25 – 29th was processed after this (later on April 1st and on April 2nd) which created discrepancies in Vacation Reserve. Only CRPEG employees who took leave the week of March 25-29th were affected and their leave allotments were adjusted in LTS to resolve the issues.

The Excess Vacation time is also indicated as “**Vacation Reserve**” under the Oracle Timecard headers, and when charging days from Excess Vacation earned, it must be reflected on Oracle Timecards as “**Vacation Reserve**”.

“**Vacation Reserve**” time cannot be further earned via the Oracle Timesheet, but utilized only as days taken.

Should you have any questions regarding your Excess Vacation Time, please contact your HR Administrator.

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