

NOTICE

Capital Regional District

TO: All CUPE Local 1978 Employees, and Exempt Employees
FROM: Director - Human Resources
DATE: October 25, 2004
SUBJECT: **Requests for Annual Vacation Carryover**

A) REMINDER:

In accordance with the collective agreement of CUPE Local 1978, we are issuing the following reminder.

It is expected that employees will utilize all their vacation entitlement during the current year. However, it is recognized that this may not be possible in certain exceptional circumstances and a carryover may be requested for special purposes.

Please refer to Article 17.04 of the CRD/CUPE Local 1978 Agreement for special purpose vacation carryover limits.

B) PROCESS:

In accordance with the collective agreement, requests for vacation carryover must first be supported and **approved by your Department Head and Manager.**

These appropriately approved requests shall then be submitted **to the Human Resources Department (fax: 360-3076) no later than Tuesday November 30, 2004** for confirmation and processing with Payroll.

C) IMPORTANT NOTES:

- 1. This instruction does not apply to 'grandparented' Water Department employees covered under Appendix C Article 11, or to Caretakers in the CRHC covered under Appendix A-1.*
- 2. We are advised that it may not be possible to process any requests received after Tuesday November 30, 2004.*

Reference: CRD/CUPE Local 1978 Agreement – Article 17.04 "Accrual of Vacation"

cc: Department Heads

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