

Appendix A

Q&A

1 I'm a pay band E30 level colleague and my *Time Off Service Date* is May 28, 2009. When will I be eligible for 4 weeks of annual vacation entitlement?

You'll have 4 weeks of annual vacation entitlement in 2017 – the calendar year in which you celebrate your 8th year service anniversary. On January 1, 2017, you'll see 20 vacation days allocated in your Time Off worklet in Workday.

2 How is annual vacation entitlement pro-rated in a colleague's year of hire?

Colleagues must be actively employed by the Company for a minimum of 16 days in the calendar month to earn vacation credits for that month. Pro-ration is calculated based on colleagues' level of annual vacation entitlement as follows:

Annual vacation entitlement	# of vacation credits (days) per calendar month
3 weeks	1.25 (maximum 15 days)
4 weeks	1.67 (maximum 20 days)
5 weeks	2.08 (maximum 25 days)
6 weeks	2.5 (maximum 30 days)

Examples:

- Pay band E60 colleague hired on June 8 earns 1.25 paid vacation credits in each month from June to December. Vacation entitlement in the year of hire is 9 days (7 months x 1.25 = 8.75 rounded up to next half day).
- Pay band E60 colleague hired on June 22 earns 1.25 paid vacation credits in each month from July to December. Vacation entitlement in the year of hire is 7.5 days (6 months x 1.25 = 7.5 days)

3 When and how is annual vacation entitlement rounded?

When vacation entitlement is pro-rated, total annual credits for the vacation year are rounded up to the next half day, *unless* the increment is .10 or less, in which case the credits will be rounded down. **Examples of how it works:**

If pro-rated annual entitlement is 8.35 days ... round up to 8.5 days
 8.75 days ... round up to 9 days
 5.01 days ... round down to 5 days
 2.5 days ... no change

Workday is configured to enable you to request vacation time off only in *whole* or *half day* increments. If your annual entitlement is subject to rounding because of your hire date, or because you've been on a leave of absence, please note that rounding *will not* be captured in Workday. Your request to take the half day (where applicable) will need to be submitted to your Manager outside of Workday. The fractional credits will automatically be deleted from Workday after March 31 of the following calendar year.

4 How do I schedule my vacation time off?

You must submit your vacation time off request in Workday, using the Time Off worklet. If you need help navigating this worklet, please refer to the Workday Employee Self-Serve Reference Guide. You'll find this Guide on the LVLC.

5 Who is responsible for tracking my vacation days taken or remaining?

You and your manager are jointly responsible for ensuring that all your vacation time off is recorded accurately in Workday.

6 When can I take my vacation?

You're expected to take your vacation the calendar year in which you earn it. With your manager's approval, you may schedule vacation at any time during the year.

7 What is carry-forward, and what are the rules around it?

Carry-forward is any unused vacation credits remaining at the end of the vacation reference year. You and your manager are jointly responsible for making sure that all carry-forward vacation time off is taken by March 31 in the year following its accrual. All unused vacation credits in excess of your minimum entitlement under applicable employment standards legislation will *automatically be forfeited after March 31* following the calendar year in which the vacation credits were earned. When you take vacation time off, you are deemed to take your entitlement under employment standards first.

8 What happens to my carry-forward vacation credits after March 31 if I'm on Maternity LOA at that time?

If you're on Maternity LOA on March 31, you will have six (6) months to take any carry-forward vacation time off credits from the prior calendar year. This includes *unpaid vacation time off credits* (refer to Q&A # 12).

9 Can I take additional time off without pay?

Additional time off without pay is considered an unpaid personal leave and is subject to your manager's approval. Unpaid time off requests must be submitted and approved in Workday.

- 10 Who do I call if the number of vacation days shown in my Time Off worklet is incorrect?**
Please contact the Colleague Info Centre (“CIC”) at 1-877-303-3013.
- 11 Please provide an example to illustrate how vacation credits accrue when a colleague is promoted to a position that provides a higher level of annual entitlement.**
Example: Pay band E60 colleague with 3 years of Vacation Service is promoted to a pay band E70 position on June 8. Annual vacation entitlement for an E70 level position is 4 weeks. Commencing in July, the colleague will accrue vacation credits at 1.67 days per month. Total number of vacation days in the year of promotion is 18 days.
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| January to June | 6 x 1.25 | = 7.5 days |
| July to December | 6 x 1.67 | = 10 days (10.02 rounded down) |
- 12 How will my vacation entitlement be calculated if I take a Maternity Leave of Absence (“LOA”)?**
You'll earn both paid and unpaid vacation credits during your Maternity LOA. The credits you earn during the **first 17 weeks** will be considered *paid vacation time off* credits. These credits are determined based on a “to the day” calculation. The credits you earn during the balance of your LOA are *unpaid*.
- Example – Sara’s annual vacation entitlement is 3 weeks. Her Maternity LOA covers the period March 14, 2016 to March 13, 2017. Her vacation entitlement for 2016 and 2017 is calculated separately.
- 2016:** *Paid vacation credits* are earned over a 192 day period – i.e. the number of calendar days from January 1, 2016 to July 10, 2016 (the date on which she completes the first 17 weeks of her Maternity LOA). Calculation: $0.0411 \times 192 = 7.89$ days, rounded up to **8 days**.
*Note that $0.0411 = (\text{annual entitlement of 15 days} / 365)$.
Unpaid vacation time off earned during the LOA = 7 days
- 2017:** *Paid vacation credits* are earned over a 294 day period – i.e. the number of calendar days from March 13, 2017 (return to work date) until December 31, 2017. Calculation: $0.0411 \times 294 = 12.08$ days, rounded down to **12 days**.
Unpaid vacation time off earned during the LOA = 3 days
- 13 How will my vacation entitlement be calculated if I take a Parental LOA?**
Paid vacation credits are earned during the first **11 weeks** of a Parental LOA. These credits are determined based on a “to the day” calculation. Refer to the example calculation in Q&A # 12.
- 14 Do I accrue vacation during a job-protected LOA (e.g. a Compassionate Care LOA)?**
Yes, if you are eligible to take a job-protected LOA (other than a maternity or parental LOA), you will accrue *unpaid* vacation time off credits during the LOA period.
- 15 What happens if I've taken more paid vacation days than I'm eligible for in the calendar year my Maternity LOA starts?**
Your paid vacation credits in the calendar year you return to work from your Maternity LOA will be reduced by the number of vacation days you were overpaid in the prior calendar year.
- 16 What happens to my unused earned vacation credits if I leave the company?**
Any earned unused vacation credits as at your effective date of termination will be paid to you as soon as practicable following the date you leave the company.