

Memorandum / Note de service

To / Destinataire: Health PEI Leaders Community / Payroll / Timekeepers

From / Expéditeur: Tracy Wolbaum, Executive Director of Human Resources

Date: January 28, 2022

Subject / Objet: Year End Vacation Carryover & Statutory Holiday / Time in Lieu Payouts

PLEASE POST INFORMATION BELOW FOR EMPLOYEES

With the fiscal year end quickly approaching, I recognize many health care workers including yourselves have questions regarding vacation carryover and Statutory (Stat) /Time in Lieu (TIL) payouts this year. Over the past 2 years, amidst the global pandemic, we have recognized that there were exceptional circumstances that challenged employees to use their vacation time.

Currently, we are in the midst of our most impactful wave of COVID to date and as such are seeing even more challenges in terms of staffing capacity. As such, the decision has been made again that all employees will be permitted to carry over all vacation hours in their banks at the end of this fiscal year. We would like to reiterate that we believe it's important that all health care workers have time to rest and recharge. We encourage everyone to use vacation wherever possible to take these breaks. We will continue to monitor this going forward, and staff should not assume that this arrangement will be in place for subsequent years.

Stat and TIL payouts will occur in keeping with past practice and collective agreement provisions. Details for the payout of Stat & TIL banks for the pay of **March 31, 2022 (for period March 6 - 19, 2022) are as follows:**

Statutory Holiday Banks - FULL-TIME EMPLOYEES

The Statutory Holiday Banks for CUPE & IUOE **full-time employees** will not be paid out, however, managers and employees must adhere to collective agreement provisions for scheduling of statutory holiday hours. PEINU & UPSE **full-time employees** who require a stat holiday bank payout **will be paid on March 31, 2022.**

CUPE	Article 25.3	• Within sixty (60) days of when the holiday falls.
IUOE	Article 24.03	• Within sixty (60) days of when the holiday falls.
PEINU	Article 23.8	• Not taken in excess of 37.5 hours prior to March 31 shall be paid out.
UPSE	Article 20.02/ 20.05	• Scheduled within 60 days of when the holiday falls. If the alternative holiday is not rescheduled with 60 days, the employee will receive pay in lieu of the holiday.

Statutory Holiday Banks - ALL PART-TIME EMPLOYEES

All statutory holiday banks exceeding 11.25 hours for part-time employees will be paid out on the **March 31, 2022** pay. Should an employee wish to have any portion of their allowable carryover paid out, a request should be submitted to their manager for approval.

Time-in-Lieu Banks - ALL PERMANENT AND TEMPORARY CUPE/IUOE/PEINU/UPSE EMPLOYEES

There are collective agreement requirements for payout of Time in Lieu banks. **All hours in excess of the allowable carryover will be paid out on the March 31, 2022 pay.** Please see the following collective agreement language for information on the allowable carryover:

CUPE Article 23.2	Language indicates that the employee shall be permitted to carry forward up to a maximum of 22.5 hours of overtime. Notwithstanding the foregoing, overtime accrued in the last 90 days of the fiscal year may be carried over.
IUOE Article 22.02a(ii)	Language indicates that permanent employees may carry forward up to a maximum of 52.5 hours of unused time in lieu into the next fiscal year.
PEINU Article 21.3	Language indicates (a) overtime earned outside employee's home unit shall be paid out; (b) the employee shall be permitted to carry forward up to 37.5 hours of overtime earned in their home unit plus any time in lieu requested and denied between January and March to a maximum of 22.5 additional hours. As such, a total of 60.0 hours will automatically be permitted to be carried over.
UPSE Article 15.04d(i)	Language indicates that permanent employees may carry forward up to 37.5 hours of unused time in lieu into the next fiscal year.

Managers are encouraged to monitor these banks on a regular basis and arrange to have the hours scheduled as time off throughout the year. **Based on the timeline of the payouts (pay ending March 19, 2022), managers need to ensure that any Stat/TIL hours booked between March 20 – March 31, 2022 are entered on the timesheet by no later than Wednesday, March 23, 2022 to ensure these hours are not paid out.**

REMINDER: Employees are NOT required to submit a form to request to carry over the allowable hours within their collective agreements. These hours will be automatically carried over, and all hours in excess will be paid out. Details around the allowable carryover amounts are outlined above. Should an employee wish to have any portion of their allowable carryover paid out, a request should be submitted to their manager for approval.

TIMEKEEPERS: All excess year-end payouts are processed centrally. Timekeepers are not required to process these **excess year-end payouts** on the time sheets.

Employees are encouraged to apply excess hours to any of their **Red-Circled hours**, if applicable. If the employee wishes to have excess hours applied to their red circled hours rather than be paid out, application to reduce red-circled hours can be processed by completing a red-circled repayment form and forwarding completed form to the Payroll Office **by no later than March 5, 2022.**

If you have any questions, please feel free to contact your Human Resources department.

Tracy Wolbaum

c: Unions