

Last updated March 10, 2022

FAQ –Unifor Vacation Reconciliation

Thank you for reviewing the frequently asked questions. If your question is not addressed below, please reach out to the HR Centre of Excellence's centralized team via people.employees@aircanada.ca. If you prefer to speak with someone directly, please call 1-833-847-EMPL (3675).

1. What is the period for the vacation calendar year?

The vacation schedule for Unifor employees is from January 1st to December 31st.

2. Aside from their basic vacation entitlement, what other vacation days could Unifor employees apply for?

Unifor employees have the option to convert the 9 Statutory Holidays into 10 General Holidays:

- 9 Stats paid at x 1.5
- 10 days paid at straight time

By opting for GHO, employees are waiving their right to the stat credit for the initial 9 statutory holidays

Additionally, employees who opt for GHO are eligible to apply for one (40 hours) or two (80 hours) weeks of VPP. This represents a deduction of 2% of their annual basic salary for 1 week and 4% for 2 weeks purchased. Please note that the first week is automatically granted whereas the approval of the second week is subject to Operational requirements.

3. Who is eligible for Vacation Reconciliation? Are there any exceptions?

The Vacation Reconciliation is a yearly exercise that applies to all Unifor employees who work in Airports, Contact Centers, Customer Journey Management and Customer Relations. However, some exceptions may apply for the following employees:

- Retired Phase-In
- Union Reps
- Employees on a Severance Leave of Absence

4. Where can I find and see the Vacation Statements?

When ready, the Vacation Statements will be published in the appropriate etool called *Unifor – Vacation Statement* available under *HR Connex > eHR Kiosk*.



5. What is the difference between the Preliminary Statement and the Final Statement?

Although both statements include the same information, the values shown in amounts owed on the Preliminary Statements are not final as corrections might follow. In other words, the Preliminary Statement is a snapshot of the employee's Vacation Reconciliation and all values shown therewithin are tentative whereas the Final Statement confirms which amounts are to be paid out to the employee and which the employee owes to Air Canada, if applicable.

6. What are the important dates for the 2021 Vacation Reconciliation Exercise?

For the 2021 Vacation Reconciliation Exercise, please take note of the following dates and events:

- March 10, 2022: Preliminary Statement is published in the associated eTool
- April 13, 2022: The System will attempt a first deduction from the employee's timebank (if applicable) for the Additional Time Off (ATO)
- April 21, 2022: The Final Statement is published in the associated eTool
- April 27, 2022: The System will deduct from the employee's pay any remaining Additional Time Off (ATO)

7. What may be reasons for my vacation to be pro-rated?

Throughout the calendar year, employees can go through multiple changes that might impact their vacation entitlement. This includes, but is not limited to, scenarios such as:

- Changing status from Full-Time to Part-Time or vice versa
- Going on certain types of leaves (i.e: Layoff, Personal Leave, etc.)

8. What types of leaves or absences impact my vacation entitlement?

With the exception of a leave for a work-related injury, all leaves that are greater than 30 days, including Layoff, do not accrue paid vacation. Therefore, your vacation entitlement will be pro-rated if you were on a leave of greater than 30 days in 2021.

9. How do I calculate the Vacation Proration?

The formula used to calculate Unifor vacation entitlement is as follows:

Default Entitlement (in Hours) x Number of days active in a year / Total Days per Year

Let's take an example:

- A Full-Time employee started at Air Canada on February 10, 2011. As they have 10 years of service, the employee is entitled to 4 weeks of vacation, or 160 hours.
- During the year, they go on a disability leave of absence from March 1, 2021, to May 31, 2021, due to a leave of absence. This equals 92 days of absence in 2021.
- As 2021 is not a leap year, it has 365 days



- Prorated Vacation Entitlement = Default Entitlement (in Hours) x Number of days active in a year / Total Days per Year = 160 hours x 273 active days / 365 = 119.67 hours.

Alternatively, you can use the online calculator available under HR Connex > eHR Kiosk to calculate the vacation proration. To avoid an overpayment situation, employees can ask their Resource Planner/Manager to cancel any vacation days in excess of their prorated entitlement.

10. I want to use the vacation calculator but cannot find Layoff or Non-Compliance leaves there as an option.

Since a Personal leave is calculated the same way as Layoff or Non-compliance, you can enter Personal leave instead and it will give you the calculation.

11. What are Vacationable Earnings?

It is the sum of all earnings that count as Vacationable Earnings.

12. What is the Vacation Pay Entitlement and how to calculate it?

In addition to the Vacationable Earnings, the Vacation Reconciliation takes into account the Vacation Pay Adjustment. As per Canadian regulations, employers are required to pay employees a minimum of 4% of their "vacationable" earnings. This includes all eligible wages earned by the employee during the employment year.

Years of Service	Vacation Pay Adjustment (% Entitlement)
1 - 4 years	4
5 - 9 years	6
10 - 24 years	8
25+ years	10

Let's review the example below:

- Vacationable Earnings: \$35,000
- Vacation Pay Entitlement: 4%
- Value of Vacation Pay Entitlement = \$ 35,000 x 4% = \$ 1,400

13. How is vacation reconciled and what is ATO?

When reconciling the vacation, the system will deplete the following accounts in order: **Basic Vacation -> GHO -> VPP**. Any excess left at the end of the exercise is considered Additional Time Off. This is the sum that the employee owes back to the Company.



14. How are the monies owed recovered?

To recover the amount, the system will attempt the first deduction from the employee's Time Bank on the pay of **April 13, 2022**. If the employee doesn't have enough hours banked, the system will deduct as many hours as available and will then schedule the remaining balance to be deducted off the regular pay.

Should the employee not have a Time Bank account or doesn't have any hours banked, the deductions will default to regular pay and will commence as of the pay of **April 27th, 2022**.

