Reading your Vacation Reconciliation - CAW

AIR CANADA

Left Panel

Vacation Entitlement — [1]

My years of service:	**22 years**
My default vacation entitlement is:	**160.00 hours** — a
My status for this year:	
Full-Time from 2018-01-01 to 2018-12-31 365 days	— b
My leaves for this year:	
Group Disability from 2018-06-11 to 2018-09-02 84 days	
Prorated Vacation Entitlement:	**123.18 hours** — c

Time-Off Taken

Total Time-Off Taken	**240.00 hours** — d

Vacation Pay Adjustment — [2]

Vacationable Earnings	**$44035.48** — a
Vacation Pay Entitlement	**8%** — b
Value of Vacation Pay Entitlement	**$3522.84** — c
Value of Vacation Taken	**$3376.36** — d

Vacation Pay Adjustment: $146.47

General Holidays Options — [3]

Prorated GHO Entitlement	**61.59 hours**
GHO Hours Deposited in Time Bank	**0.00 hours** — a
GHO Hours Available for Time-Off	**61.59 hours**
GHO Hours Taken	**61.59 hours** — b
GHO Balance	**0.00 hours** — c

Value of GHO Balance: $0.00

Vacation Purchase Program (VPP) — [4]

Time Bank VPP	a		Payroll VPP	b
Hours Approved	0.00 hours		Hours Approved	40.00 hours
Hours Taken	0.00 hours		Hours Taken	40.00 hours
Balance	0.00 hours		Balance	0.00 hours
Value of TimeBank VPP Balance	$0.00		Value of Hours Taken	$1096.40
			Value of Payroll Deduction VPP	$872.85
			Payroll Deduction VPP Balance Value	$-223.55

Total Value of All VPP Balance: $-223.55

Summary — [5]

Time-Off Taken		Vacation Pay Adjustment	$146.47
Total Time-Off Taken	240.00 hours	Vacation Payout — a	$0.00
Vacation Taken	123.18 hours		
GHO Hours Taken	61.59 hours — b		
VPP Taken	40.00 hours		
Additional Time-Off Taken	15.23 hours — c		
Value of Additional Time-Off Taken	$417.45 — d		
Other Monetary Adjustments			
Value of VPP Balance	$-223.55		

Right Panel

1. Vacation Entitlement

a. Your default entitlement is based on your years of service
b. This shows how many days you were full-time/ part-time during the year, or were on any leave of absence
c. Based on (b), your vacation entitlement gets prorated. ((a) x (b)) /365 = (c)
   i. Ex.: (160 hours x 281 (# days active as full-time (365-84))__/365 days = 123.18 hours
d. Total time off hours taken in the subject year (Total reported vacation hours)

2. Vacation Pay Adjustment

Vacation pay adjustment indicates the difference between the value of Vacation Pay Entitlement and the Value of the Vacation Taken by the employee.
a. Annual earnings the employee made during the year
b. This percentage is determined based on the employee's years of service
c. Total value of employee's vacation entitlement. In this case, 44035.48$ x 8% = 3522.84$
d. Dollar value of total 'prorated' vacation entitlement. 123.18 hours x hourly rate = 3376.36$
→ The difference between those two amounts will be paid out as 'Vacation pay adjustment' if the entitled amount is higher than the total value of prorated vacation entitlement. In this case, 146.47$ is paid out.

3. General Holidays Options (GHO)

a. This shows your prorated GHO hours and how it was calculated
   i. Prorated GHO entitlement = non-prorated entitlement x (# days active during the year)/365
      Ex.: (80 hours x 281 days) / 365 days=61.59 hours
   ii. In this case, GHO hours were not deposited into the employee's time bank, but rather taken as time-off.
b. Indicates how many hours were taken as GHO. Ex.: this employee took full prorated entitlement, which is 61.59h
c. Balance = GHO Hours available – GHO Hours Taken. Ex.: The employee took the full entitlement, so 0 hours

4. Vacation Purchase Program (VPP)

This section shows if the employee has approved VPP hours in the subject year, how it was processed, and taken.
a. If the employee opted to receive approved VPP hours via Timebank deposit, hours will be captured here.
b. If the employee opted to take VPP hours as time-off, the hours will be captured here.
Ex.: This employee was approved for 40 hours of VPP and took 40 hours. The total value of this employee's VPP hours is 1096.40$. However, only 872.85$ was deducted via payroll deduction, therefore, 223.55$ will be recovered during the Vacation reconciliation exercise.

5. Summary

a. Total time off taken: this captures total hours taken as time-off during the year.
b. Total time-off entitlement. Ex.: 123.18 hours (vacation) + 61.59 hours (GHO) + 40 hours (VPP) =224.77 hours
c. Additional Time-Off Taken = Total Time-Off Taken – Total Time-off entitlement.
   a. Ex.: 240 hours (overtaken) – 224.77 hours = 15.23 hours
d. Value of Additional Time-Off Taken: Additional Time-Off Taken x hourly rate. Ex.: 15.23 x 27.41 = 417.45

(!) To conclude, the employee will owe 641$ [417.45 $ (Overtaken vacation amount) + 223.55$ (remaining VPP deduction amount)], and will be paid 146.47$ for vacation pay adjustment.