

**Kitchener Mail Processing Plant Group 1**  
**2021/2022 Annual Leave and Pre-Retirement Selection Process**

1. Initial entitlements to be selected in designated columns over forty-eight (48) weeks, as per 19.13(a) of the current CPC/CUPW Collective Agreement.
2. Vacation leave selection will be completed in two (2) bidding passes in order of seniority.
  - a. 1st round--only entitlements of 1, 2 or 3 weeks to be selected consecutively within the established blocked areas on each schedule.
  - b. 2nd round--will be open to complete the selection of credits at random in any block available until **ALL** credits are selected.
  - c. When the Business Unit has 17 or more employees, employees may make their first-round picks from both the first (1st) and second (2nd) columns.
3. **NO TRADING** of **ANNUAL LEAVE( selected block(s) )** is allowed.
4. Selection process is to be carefully supervised to ensure lists are not tampered with during the selection process. Supervisor to maintain a **MASTER** canvass sheet after each employee selection and retain copies of original selectors. The master sheet will be copied to the CUPW Local every Tuesday and Friday and will be made available to a CUPW shop steward, when requested, for review and verification.
5. All employees will be expected to select **ALL** leave credits prior to the start of the Annual Leave Schedule.
6. After the selection process is completed, and at least ten (10) working days in advance of their scheduled annual leave, employees may cancel selected blocks **BUT** an alternate block **must** be selected immediately from open weeks on the appropriate schedule that are not currently up for bid. All annual leave changes must be requested on a Payroll Inquiry form. It must show the week the employee is giving up and the open week they wish to move their Annual week to. The ten day limit will be waived when the change is in conjunction with a bid due to a vacated week by another employee on the same list. The supervisor will sign the form and return a copy to the employee. The supervisor must update the Annual Leave Schedule with the changes and re-post the schedule. Exceptions to this rule must be submitted to the Plant Manager and President of the Local for review and agreement.
7. Leave selections **ARE NOT** portable and all employees through voluntary transfer, internally to another section or class or externally will be required to re-pick from the available blocks on the appropriate schedule. **EXCEPTION:** Only employees **who are not incumbents** (13.18 (f) ) of assignments may carry Annual leave. Once they have achieved a permanent assignment any remaining Annual Leave weeks the employee has will be placed onto the Annual Leave schedule where they achieved their permanent assignment.
8. Leave blocks **CANCELLED** by an employee, by rebid or **VACATED** through voluntary transfer to a new section or class or externally to another post office **MUST** be offered for re-bid **IMMEDIATELY** by seniority within the applicable compliment of employees. ( posting for 5 working days unless not possible where an emergency canvass will be done). Employees bidding for re-bid weeks **MUST** indicate, on the Payroll Inquiry Form, which week(s) they will be giving up. Weeks that are not on the approved Annual Leave Schedule may **NOT** be used for bidding.
9. **PRE-RETIREMENT** leave will be selected on the designated selection board.
  - a) All available weeks will be offered in order of seniority.
  - b) Pre-Retirement leave must be taken in periods of five (5) consecutive days.
  - c) Pre-Retirement leave may be picked, by seniority, on the 1st. Round but must be picked, at the latest, on the 2nd Round.
10. Anyone that will be absent during the annual leave bid must leave their annual leave selections with their Supervisor, in writing, in order of preference. Failure to follow this process will result in a bypass.
11. Any employee on a long term absence and has a return to work date will be called for their picks but the picks must be after the return date. Any employee without a return date will not be canvassed. Should an employee return, during the year and has not picked, they will be provided an opportunity to pick based on their seniority on the open weeks at the time they would have picked if at work. **A copy of the Annual Leave calendar will be photocopied by the supervisor at the time they would have picked.** (This includes STDP, Long Term Disability and LWOP)
12. Any carry over of Annual Leave from the previous years leave schedule must be selected on the new schedule, by seniority, but only after the completion of the 2 rounds of bidding.
13. All employees will be given a maximum of 24 hours to make a bid selection upon receipt of the master leave schedule from their Supervisor. If a bid selection is not made within the 24 hour time period, the employee forfeits their right to bid in seniority and the selection process will continue. Selection by the employee, who forfeited their selection, will take place upon the employees return from leave. Management will not delay this process, unless agreed to by the **CUPW Local President**.
14. Unassigned employees will select their annual leave on the appropriate list for the area that they are assigned to on **November 21/21**. Their Annual Leave will remain on the office's list they originally selected on until such time as they obtain an indeterminate position.
15. Temporary employees names will not be allowed on the Annual Leave Schedule until such time as they are appointed as Indeterminate employees. Upon appointment the Annual Leave rules will be shown to the employee and the direct Supervisor will ensure the employee picks their Annual Leave from the open weeks that are still available.
16. All exceptions to these procedures and any request to select blocks outside of the established schedules **MUST** be submitted to the appropriate Superintendent for approval under the consultation and agreement with the **Local President** of CUPW.