

**Kitchener/Waterloo/Cambridge Group 2**  
**2021/2022 Annual Leave and Pre-Retirement Selection Process**

1. Initial entitlements to be selected in designated columns divided into four (4) week blocks spread over fifty- two (52) weeks.
2. Vacation leave selection will be completed in two (2) bidding passes in order of seniority.
  - a. 1st round--only entitlements of 1,2,3 or 4 weeks to be selected consecutively within the established blocked areas on each schedule (Note see #11)
  - b. 2nd round--will be open to complete the selection of credits at random in any block available until **ALL** credits are selected.
3. **NO TRADING** of selected blocks 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 daily and 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 then update the Annual Leave Schedule with the changes and re-post the schedule. Exceptions to this rule must be reviewed with the Manager and Union.
7. Employees who transfer to a position within the section and class they currently reside may retain their annual leave selection. All transferred leave selections will be placed into the Transfer Column on the Annual Leave Schedule at the new location. The transferred weeks at the new location will only be brought into the schedule upon the employee selecting into an open week or by normal bidding per the rules. 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.
8. **PRE-RETIREMENT** leave will be selected on the designated selection board.
  - a) All 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.
9. **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.
10. **SUPERIMPOSED** leave may only be elected when the four (4) weeks of the adjacent block have been selected. In the event that an employee cancels one of these four (4) weeks, they are not entitled to the week selected in the superimposed column and must **IMMEDIATELY** select an open week on the schedule, not up for bids, to move the superimposed week to.
11. 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.
12. 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 selction 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 for any reason, unless agreed to by the **CUPW Local President**.
13. 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 LWOP, Long Term Disability)
14. Unassigned employees will select their annual leave in the office that they are assigned to on **November 21, 2021**. Their Annual Leave will remain on the office's list they originally selected on until such time as they obtain an indeterminate position. Upon achieving a permanent assignment their remaining Annual Leave will be moved onto the list of their permanent location in the Transfer column. These weeks will NOT be considered as transfer weeks for Bar Chart calculation due to the fact they were originally unassigned.
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 at their first
16. All exceptions to these procedures and any request to select blocks outside of the established schedules or rules **MUST** be submitted to the appropriate Superintendent for approval under the consultation and agreement with the **Local President of CUPW**.