

June 15, 2020

## CANCELLED ANNUAL LEAVE SCHEDULED BETWEEN MARCH 22 TO MAY 30, 2020

Due to the COVID-19 crisis, some full-time and part-time Urban members chose to cancel their annual leave that was scheduled between March 22 and May 30, 2020. As a result of this, many members now have vacation weeks that are not scheduled in the remaining 2020-2021 Vacation Leave schedule.

We have been in consultation with Canada Post to discuss how the cancelled annual leave weeks should be handled. CUPW and CPC have agreed to a **one-time only exception process**.

In June 2020, CPC will canvass Urban full-time and part-time employees that cancelled their vacation leave previously booked from March 22, 2020 up to and including May 30, 2020 and will provide the following three (3) options.

### OPTION 1: RESCHEDULE THE CANCELLED ANNUAL LEAVE WITHIN THE CURRENT YEAR

Once it is determined how many employees wish to reschedule their cancelled annual leave within the current calendar year, these employees will be able to bid one round by seniority into any vacant and/or blacked out weeks in the last vacation column.

- For Group 1 Urban, the Black out period of December 2020 will still apply.
- For Groups 1, 3 and 4, Article 19.14 will apply.

In addition, in the event that the number of employees wishing to reschedule exceeds available blocks, if operational requirements allow, further blocks will be made available, with the exception of the time period of November 28, 2020 through to February 13, 2021.

### OPTION 2: CARRY OVER THE CANCELLED ANNUAL LEAVE TO NEXT YEAR

Employees who choose not to reschedule in the current calendar year will be able to carry over all or part of their vacation allotment to next year. CPC will add the number of carried over weeks to the 2021-2022 annual leave entitlements to calculate the number of columns/blocks that will be required. Displaced annual leave will be bid after the regular allotment bid takes place.

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**OPTION 3: RECEIVE A PAYOUT FOR THE CANCELLED ANNUAL LEAVE**

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Employees who choose not to bid all or part of their cancelled annual leave in the current calendar year and not to carry over this leave to the 2021-2022 vacation calendar, can choose to have their cancelled leave paid out.

Full-time employees – In early 2021, CPC will send a letter to your home to inform you on the process to request a payout.

Part-time employees – In June 2021, the annual vacation reconciliation process will occur, and any unused leave will be paid out.

Please do not hesitate to contact your Local Union Office and/or your Regional Union Office for further details on this matter. You can also contact the Grievance Department of CUPW National Office or the undersigned if you have any questions or concerns.

In Solidarity,



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