

MANUAL OF ADMINISTRATION

TOPIC: Human Resources	SUBJECT: Holiday coverage process under article 28.01 and Holiday day off in Lieu	Code: HR010
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PURPOSE: A process to fill and/or assign shifts under Article 28 of the Collective Agreement.

1. Full or Part Time wishing to work their regular shift(s) on a holiday shall notify their manager in writing of this request prior to casual sign up for the corresponding month.
2. Full or Part Time wishing to work their day off in lieu of a holiday and defer under 28.04 shall notify their manager prior to the shift going out to casual sign up for the corresponding month or sooner.
3. All holiday shifts under Article 28.01 will first be available through casual sign up.
4. If the shifts are not filled through casual sign up, Full and Part time who have notified their manager as per 1 above that they wish to work their regular holiday shift will be assigned the shift.
5. Any unfilled shifts after casual sign-up will be posted on Staff Stat for casual staff for one week.
6. At the end of one week open shifts will be sent out to all team members to volunteer for shift using Staff Stat.
7. Any holiday shifts not filled through the above steps will be assigned to the Full or Part Time staff who regularly work the shift and notified by the manager.
 - a. Staff are responsible to work Holidays that are on their schedule when distributed as per Article 22.07 of the Collective Agreement.
 - b. Shifts will be removed from Staff Stat when schedules are distributed.
 - c. Staff scheduled may approach the manager responsible for the schedule to provide proof that the process was followed to fill the shift.
 - d. Staff who feel there is an error or misunderstanding surrounding the holiday are asked to approach their manager as soon as the schedule is received in order to attempt to resolve the issue.

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8. If the scheduled worker still wishes the holiday off, it will be his/her responsibility to either work or find coverage for the shift.
 - a. They may request that the manager repost the shift on Staff Stat asking interested staff to contact the worker directly to accept the shift.
 - b. A request for leave for coverage found must be submitted to their manager for approval if coverage is found by the scheduled worker.
9. The employer maintains the right to schedule Full and Part Time employees to work a holiday and be compensated as per the collective agreement.

**Clarity note - Staff from other teams will not be trained to work with an unfamiliar clients for the sole purpose of holiday coverage