

W

February 16, 2011

To: Bob Matters – Wood Council Chair, Frank Everitt – President Local 1-424, Bill Derbyshire – President Local 1-425

From: Dean Dobrinsky, Employee Relations Manager-Solid Wood

Subject: Clarifying Amendment and Wellness Extension Memorandum of Agreement dated October 14, 2010 - Quesnel Plywood.

- The Company agrees to replace **Item 6 – Article X Vacations with Pay** in the Memorandum with:

Section 8: Vacation Time

- (a) Vacations for employees shall be taken at such time as mutually agreed upon by the Shop Committee and the Company when quantity and regularity of production will not be impaired.
 - (b) The Company shall allow an employee who is entitled to an annual vacation to take all their earned vacation time.
 - (c) Employees must take their minimum employment standards vacation entitlement.
 - (d) The employee will have the option to forego (i.e. be “paid out”) any part of their earned vacation in excess of (c).
 - (e) The Company and Local union will agree on appropriate “prime time dates” and will base their local policy on the Attached Vacation Policy.
- The Company agrees to extend the ‘Wellness program’ at Quesnel plywood until December 31, 2011.

Quesnel Plywood Vacation Policy

1. The annual vacation year will be from March 1st to February 28th. The number of employees allowed off during “**Non-prime-time**” will be 7 for White and Blue shifts, **5** for Red shift and **3** for Gold shift.
2. Deadline to apply for vacation time based on seniority will be from January 1st to February 28th. During this time vacation will be approved according to seniority with confirmation starting March 1st.
3. After March 1st, vacations will be awarded on a first come first served basis.
4. When cancelling booked vacations, you must give a minimum of 1 week notice to your General Foreman. Un-foreseen circumstances will be recognized.
5. During prime-time (June 15th – Sept 15th) employees may book 2 weeks of vacation time. After the March 1st if prime time is still available, employees may book more time
6. Holidays such as Christmas, Spring Break, Billy Barker Days and Hunting Season (first 2 weeks in October) will be alternated (each employee will have an opportunity to have it off prior to an employee getting a second opportunity).
7. The company will manage the number of employees allowed off at any one time in order to ensure the quantity and regularity of production will not be impaired. The number of employees allowed off during “**prime-time**” will be **9** for White and Blue shifts, **7** for Red shift and **4** for Gold shift. Maintenance will be scheduled on an as required basis to accommodate normal operating conditions. The companies need to fill KEY operator positions will override the number of employees allowed off at any given time.
8. Whenever scheduled production shutdowns occur, as many vacations as possible will be scheduled into these windows. Production employees may change vacations already booked to coincide with the shutdown period. Maintenance employees will generally be expected to work during these shutdown windows.
9. During January and February employees may utilize vacation time for the upcoming vacation year provided they have used all vacation entitlement for the current year.
10. As of Nov. 1st, if the minimum employment standards vacations are not booked, the company will schedule them in one week blocks with a minimum of two weeks between weeks off whenever possible.
11. In the event an employee takes a bid on another shift, vacations booked will carry to that shift. In this case, the shift left will have one less spot available to book vacation in order to maintain the number of vacations booked per day.
12. Any employee having been off for a significant amount of time due to unforeseen circumstances (i.e.: Sickness, maternity, etc) will be able to have their minimum employment standards vacation requirements reviewed.