

# W

February 17, 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 Memorandum of Agreement dated October 14, 2010 – Williams Lake 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.

## VACATION POLICY

1. Vacation year will be from March 1 to February 28. No Exceptions!
2. Prime summer vacation period will be from the fourth Monday in June to the second Monday in September. The 2 weeks in which Spring Break falls, one week in which Fall Break falls and the last two weeks of December will also be considered prime vacation periods.
3. During the period of January 1 to February 28, all employees must submit all earned vacation requests to their Supervisors. Employees should prioritize their vacation requests.
4. Vacations applied for by February 28 and scheduled during the prime time period will be awarded on the basis of seniority entitlement. Employees will be permitted to schedule a maximum of two weeks during the summer vacation period and one week during either Christmas or Spring Break or Fall Break.
5. After February 28, all remaining vacation entitlements requiring changes will be scheduled in accordance with production requirements.
6. The vacation schedule for each department will be posted by April 1.
7. Vacations must be scheduled in periods not less than one week, one week being five consecutive days, Monday to Friday for production personnel, Tuesday to Saturday for maintenance personnel on such a work week. Extra days due to a Statutory Holiday falling in a vacation week must be taken outside of prime time.
8. Vacations scheduled outside the prime period may be scheduled in an unbroken set.
9. Employees must take their minimum employment standards vacation entitlement.
10. Employees changing shifts on their own accord, i.e. job postings, will not carry their scheduled vacations with them. New arrangements will be made subject to production requirements.