

# **LETTER OF AGREEMENT**

**Between**

**BOARD OF EDUCATION  
SCHOOL DISTRICT No.61 (GREATER VICTORIA)**

**And**

**CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL No.947 (CUPE 947)**

## **2023 SPRING VACATION**

The Board of Education and the Union desire to increase the 2023 Spring Vacation by five days. To achieve this, it is agreed that schools and administration centers will be closed March 27, 28, 29, 30 and 31, 2023. The purpose of this Letter of Agreement is to codify the process established that will provide each employee with the additional five days including March 27, 28, 29, 30 and 31, 2023.

The following terms and conditions will apply:

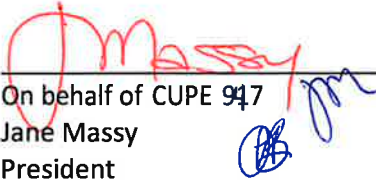
1. Each regular employee will be required to accrue an amount of time equal to the hours worked over a 5 day period as established by their 2022/23 assignment. The accrual period will commence September 6, 2022, and conclude June 30, 2023. Each regular employee shall collaborate with their principal/supervisor to establish their personal accrual plan which will reflect school/department operational needs. The accrual time will be recorded as a timesheet entry through Payroll.
2. Hours accrued prior to September 6, 2022, shall not be used to offset the five days of additional Spring Vacation; March 27, 28, 29, 30 and 31, 2023.
3. For the purpose of this accrual, overtime and lieu time provisions of the Collective Agreement shall not apply.
4. In the event an employee resigns or is terminated prior to the Spring Vacation period, they will be paid out their accrual.
5. In the event an employee is absent on an approved paid leave, they will be deemed to have completed their daily Spring Vacation accrual.
6. Spring Vacation accrual balance will be adjusted to accept a negative balance so an employee may take the March 27, 28, 29, 30 and 31, 2023, and accrue the balance owing from April 3 to June 30, 2023. Where an employee received more Spring Vacation in the school year than accrued, the Spring Vacation overpayment shall be recovered on the last pay in June or prior to the employee receiving further wages.

7. Notwithstanding the above, it is understood that due to operational and service requirements, employees in the Financial Services, Human Resource Services, International Student Program, and Information Technology for Learning departments may not receive the extended Spring Vacation leave. Instead, some of these employees shall be provided with an additional consecutive five-day period with pay which shall be scheduled at another time during the course of the year in a manner similar to a vacation request. It is understood that these four departments shall schedule employees during the extended break period to meet bona fide operational needs. Where employees are not required to meet operational needs they shall apply the March 27, 28, 29, 30 and 31, 2023 days of Spring Vacation leave as accrued time.
8. All non-school based employees (not mentioned in the departments above) will be required to take the first week of Spring Break as a vacation leave.
9. For school bus drivers, they will accrue an amount of time equal to 4 hours per day, 5 days per week as per their 2022/23 school assignment.

This agreement shall apply to the 2022/2023 school year and shall become null and void on June 30, 2023. In the event that the Board and the community have an interest in extending the Spring Vacation period in future years, the parties agree to meet prior to April 30, 2023 to assess the success of the process and consider the union's interest in continuing the practice.

  
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 On behalf of the Employer  
 Tanya Bellagente  
 Labour Relations Manager

22 Sept 2022  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 On behalf of CUPE 947  
 Jane Massy  
 President

Sept. 22, 2022  
 \_\_\_\_\_  
 Date

Note:

The following formulas are provided as guidance for accrual purpose from September 6, 2022 to June 30, 2023:

1. Convert your weekly hours to minutes and multiply by 0.0256.
2. Take this number and divide by how many days you work in a week. This will give you the number of minutes you need to work each day.

For Example:

28 hour work week over 5 days = 1680 minutes/week

- Step 1  $1680 \times 0.0256 = 43$  minutes/week
- Step 2  $43 \div 5 = 8.6$  minutes/day