

# LETTER OF AGREEMENT

Between

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

And

CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL No.947 (CUPE 947)  
2026 SPRING VACATION

The Board of Education and the Union desire to increase the 2026 spring vacation by five days. To achieve this, it is agreed that schools and administration centers will be closed March 23, 24, 25, 26, 27, 2026. The purpose of this Letter of Agreement is to document the process established that will provide each employee with the additional five days including March 23, 24, 25, 26, 27, 2026.


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 2025/26 assignment. The accrual period will commence September 2, 2025 and conclude June 25, 2026. 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 TEW timesheet entry through Payroll and will conclude when sufficient time has been banked. No additional time, other than enough to cover that week can be accrued. **Excess spring break accrual will not be paid out.**
2. Hours accrued prior to September 2, 2025, shall not be used to offset the five days of additional spring vacation: March 23, 24, 25, 26, 27, 2026.
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 on an instructional day, they will be deemed to have completed their daily spring vacation accrual. The employee is responsible to add spring vacation minutes to their timesheet.
6. It is the employee's responsibility to track their spring vacation time on their bi-weekly earning statement and make sure they have enough accrued to cover the one week spring break only.
7. Spring Vacation accrual balance will be adjusted to accept a negative balance so an employee may take the March 23, 24, 25, 26, 27, 2026 and accrue the balance owing from March 30 to June


25, 2026. Where an employee was paid more spring break minutes 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.

8. Notwithstanding the above, it is understood that due to operational and service requirements, employees in the Financial Services, Human Resource Services, International Student Program, 947 members in Facilities 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 year in a manner like a vacation request. It is understood that these five 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 23, 24, 25, 26, 27, 2026 of spring vacation leave as accrued time. **All employees will be required to take their accrued spring break no later than June 26, 2026.**
9. All employees (not mentioned in the departments above) will be required to take the first week of spring break as a vacation leave.
10. For school bus drivers, they will accrue an amount of time equal to 4 hours per day, 5 days per week as per their 2025/26 school assignment.

This agreement shall apply to the 2025/2026 school year and shall become null and void on June 30, 2026. 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, 2026, to assess the success of the process and consider the union's interest in continuing the practice.

  
On behalf of the Employer  
Tim Osborne  
Human Resources Manager

Aug 22/25  
Date

  
On behalf of CUPE 947  
Shawna Abbott  
President

Aug 22/25  
Date

Note:

The following formulas are provided as guidance for accrual purpose from September 2, 2025 to June 25, 2026:

1. Convert your weekly hours to minutes and multiply by 0.028.
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  $1680 \times 0.028 = 47.04$  minutes/week
- Step 2  $47.04 \div 5 = 9.408$  minutes/day
- Step 3 Round up to the nearest full minute = 9.408 rounded up to 10 minutes