

## LETTER OF AGREEMENT

between

BOARD OF SCHOOL TRUSTEES OF SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)

and

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL NO. 382

Re: Spring Break Accrual for the 2025/26 School Year

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Provided there is a two-week Spring Break, the following shall apply on a without prejudice and without precedent basis:

1. The Facilities Department will be closed during the first week of the Spring Break Closure. Each regular employee may,
  - a) Bank an amount of time equal to a maximum of five day's pay by extending their normal work shift by thirty (30) minutes per day, commencing the first day in July for trades and maintenance workers and on Wednesday October 1, 2025, for custodian workers, and concluding when sufficient time has been banked, or by the last day of school prior to spring break, whichever is first. Each employee's banked time will be tracked by the Payroll Department.
  - b) The scheduling of the additional time for custodians will be determined as follows,
    - a. C2s will work their normal shift and accrual time will be banked at the end of their shift.
    - b. C1s will work their normal shift and will accrual time at the beginning of their shift.
  - c) All Trades and maintenance workers, starting July 1 are to work their normal shift from 6:30am to 3pm daily for the calendar year. Accrual time is to be banked for workers from 3-3:30pm each day.
  - d) All Trades and maintenance and custodians' workers are to accumulate their accrual five days per week only.
  - e) Employees who require approved time off during the workday, cannot accrue time for that day.
  - f) If an employee has insufficient banked spring break hours to cover the closure, the use of vacation entitlement as provided under Article 21.01 of the Collective Agreement, banked overtime, or a leave without pay can be used.
2. The rate of pay for the Spring Break Closure will be the regular rate of pay in effect at the time of the closure. For the purpose of earning the bank of time, overtime provisions of the Collective Agreement will not apply.
3. Wages paid for the five days of the Spring Break Closure shall derive solely from the Spring Break closure Bank, or upon the election of the employee, by other options per 1 (f) above if they are short the necessary hours.

4. Leaves of absences, vacation and WorkSafe BC periods of wage protection shall not count towards the Spring Break Closure Bank.
5. If an employee is called out to work during the Spring Break closure, they shall be paid as provided under Article 19.03 of the Collective Agreement.
6. The district commits to meeting with the union no later than May 30<sup>th</sup>, 2026, to review the details of the next year's Spring Break closure and to renew the agreement.
7. This agreement expires June 30, 2026.

Signed:

CUPE 382:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: June 3 / 25

Greater Victoria Board of Education:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: June 6 / 25