

LETTER OF AGREEMENT

Between

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

And

CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL No.947 (CUPE 947)
2027 SPRING VACATION

The Board of Education and the Union desire to increase the 2027 spring vacation by five days. To achieve this, it is agreed that schools and administration centers will be closed March 22, 23, 24, 25, 30, 2027. 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 22, 23, 24, 25, 30, 2027.

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 2026/27 assignment. The accrual period will commence September 8, 2026, and conclude June 25, 2027. 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. For this accrual, overtime and lieu time provisions of the Collective Agreement shall not apply.
3. In the event an employee resigns or is terminated prior to the spring vacation period, they will be paid out their accrual.
4. 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 for adding spring vacation minutes to their timesheet.
5. 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.
6. Spring Vacation accrual balance will be adjusted to accept a negative balance so an employee may take March 22, 23, 24, 25, 30, 2027 and accrue the balance owing from March 31 to June

24, 2027. 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.

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, 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 for the March 22, 23, 24, 25, 30, 2027 of spring vacation leave as accrued time. **All employees will be required to take their accrued spring break no later than June 24, 2027.**
8. All employees (not mentioned in the departments above) will be required to take the first week of spring break as 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 2026/27 school assignment.

This agreement shall apply to the 2026/2027 school year and shall become null and void on June 30, 2027. 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, 2027, to assess the success of the process and consider the union's interest in continuing the practice.

[Redacted Signature]

On behalf of the Employer
Tim Osborne
Human Resources Manager

Sept 3/26
Date

[Redacted Signature]

On behalf of CUPE 947
Shawna Abbott
President

Sept 3/26
Date

Note:

The following formulas are provided as guidance for accrual purposes from September 8, 2026, to June 24, 2027:

1. Convert your weekly hours to minutes and multiply by 0.0286.
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 $1680 \times 0.0286 = 48.04$ minutes/week
- Step 2 48.04 divided by $5 = 9.61$ minutes/day
- Step 3 Round up to the nearest full minute = 9.61 rounded up to 10 minutes