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2019
2026 **MISSION:
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Memorandum

To All PHC unionized staff scheduled by PHC's centralized People Staffing Office

From Nileshni Sharma, Manager, People Staffing

Date September 9, 2022

Re. **2023 Vacation Planning: new online tool, critical dates, important reminders and more!**

It is that time of year again! Annual vacation planning for all Providence unionized staff begins on September 30, 2022, and this year, People Staffing (Staffing) is excited to launch the next module in the Andgo scheduling system for Annual Vacation. This new module replaces the manual vacation planning process with a new and easy to follow online process. Staff will use AndGo's Annual Vacation module to submit their 2023 vacation requests during annual vacation planning that goes until December 31, 2022.

Using Andgo, staff can log in to their employee portal (MySchedule) from work, home or mobile device and submit their vacation requests based on up-to-date information like vacation banks, scheduled shifts and quotas.

Virtual training for annual vacation planning happening now!

Training sessions to introduce staff to the new Annual Vacation module are ongoing and we encourage all staff to attend and learn how to select your vacation dates. View the upcoming training sessions below and find a time that works for you!

| ANDGO ANNUAL VACATION EMPLOYEE ZOOM SESSIONS 2022 | |
|---|---------------------------|
| 2:00 p.m. - 3:00 p.m. | Wednesday, September 21st |
| | Friday, September 23rd |
| | Monday, September 26th |

The sessions will be held over zoom and invitation link will be sent out next week.

For more information on annual vacation planning and the new online process, please review the documents at the end of this memo under Supporting Resources.

About annual vacation planning

Similar to annual vacation planning in previous years, staff request vacation in a series of three rounds starting with Round 1. During each round, staff are asked to submit a minimum of three choices in ranked order.

In Round 1 and 2, employees must enter their vacation requests in "blocks" – a "block" is an uninterrupted number of shifts off on vacation. Any time back at work in between vacation periods results in another block and

Sites: St. Paul's Hospital | Holy Family Hospital | Mount Saint Joseph Hospital | Youville Residence | St. John Hospice
St. Vincent's: Brock Fahrni, Langara, Honoria Conway - Heather | Crosstown Clinic

Community Dialysis Clinics: Sechelt | Richmond | Powell River | Squamish | North Shore | Vancouver | East Vancouver

must be submitted as another vacation choice. For Rounds 1 and 2, one vacation request will be approved per employee based on seniority.

In Round 3, staff can submit multiple lists of requests – one request per list may be approved based on unit quota in Round 3. In this round, employees may choose more than one block and/or any variation of individual/single days to ensure the minimum vacation entitlements are booked.

We recommend all employees, especially those with lower seniority, to submit varied preferences (and as many as possible), including during non-peak dates. Vacation is approved as a continuous block with no worked shifts in between (a block can include multiple sets of shifts).

Community, Facilities & Health Science Professionals

Staff in the Community and Facilities' Subsector and Health Science Professionals must schedule 80% of their vacation entitlement by the deadlines provided below. If staff do not schedule 80% of their vacation by these deadlines, Staffing will schedule it for them to ensure their vacation is taken. Staff may "hold back" the remaining 20% to schedule after annual vacation planning ends using the process outlined below under "Hold Back Days".

Nurses

Nurses must schedule all hours of their vacation entitlement, but may "hold-back" up to 37.5 hours (prorated for part-time staff) to book at a later date (see below process under "Hold Back Days"). Nurses, who do not submit their vacation requests by the deadlines provided below, will have it scheduled for them by Staffing.

"Hold Back Days"

To accommodate staff with last-minute vacation plans or unexpected time away, you may "hold back" some of your vacation entitlement to book off after annual vacation planning ends on Dec. 31.

After Dec. 31, 2022, staff must use the [Scheduling Change Request Form](#) to submit vacation requests for "hold-back days".

Deadlines for booking "hold-back days"

"Hold-back days" must be **scheduled** by **Aug. 1, 2023** and must be **taken** by **Dec. 31, 2023**.

2023 Vacation Planning: key dates & deadlines

** Staff, please check your unit/department's vacation quote **before** requesting vacation. If you do not know the quota for your unit/department, please speak with your managers/leaders before September 30, 2022.*

Round 1

- Opening date: Friday, Sept. 30, 2022
- Closing date: **Thursday, Oct. 6, 2022**

Round 2

- Opening date: Friday, Oct. 28, 2022
- Closing date: **Thursday, Nov. 3, 2022**

Round 3

- Opening date: Friday, Nov. 25, 2022
- Closing date: **Thursday, Dec. 1, 2022**

****Each rounds starts at 00:01 on the day it opens and ends at 23:59 on the day it closes.****

2023 Vacation Planning: important reminders

- Staff who are supported by PHC's centralized Staffing Office must use their employee portal (MySchedule) to select their preferred vacation dates for the year.
- Vacation selection will take place in a series of three rounds (first, second, third).
- Vacation choices are approved based on seniority and operational requirements (quotas).
- We strongly urge employees to include alternate vacation dates with each vacation request to avoid disappointment if their primary choice is not available.
- Payroll sends each leader their employee's vacation entitlements based on the collective agreements.
- **It is the employee's responsibility to review their entitlement at the beginning of the vacation planning process and report any discrepancies to [Payroll](#) (or 604-297-8683).**
- Please monitor your vacation banks throughout the year and do not overbook.
- Vacation entitlements are an estimate because over the course of the year, your vacation entitlement may change due to a leave of absence or a change in your FTE. Therefore, it is your responsibility to check your vacation entitlement during the year and schedule time off accordingly.
- For the most accurate vacation bank value, contact [Payroll](#) (or 604-297-8683).
- 2023 Annual Vacation planning will use the Annual Vacation module that is part of the Andgo staff scheduling system. This new module streamlines vacation planning and cuts down on a lengthy and complicated paper-based process.
- Using the Annual Vacation module, staff can:
 - Make choices and submit ranked requests online directly in MySchedule.
 - Access their annual schedule, approved vacation and estimated vacation bank all in one place.
 - See which dates someone with more seniority has already requested and receive notifications when more senior employees' requests affect your choices. No more guessing games!
 - Have more flexibility around their team's specific vacation planning process.
 - Receive an automatic email notification of their approved and/or denied vacation requests
- As a rule, changes to pre-approved vacation are not allowed; however, if an employee has exceptional circumstances, changes may be considered if mutually agreed upon by the manager and HR.
- Vacation choices will be granted in accordance with the principles of seniority and based on operational requirements and departmental guidelines. Seniority is defined as seniority within the hospital/area of work specific to the employee's union.
- Vacation is granted by seniority for each choice. This means that a junior persons' first choice takes precedence over a senior person's second choice.
- Employees who do not make their vacation choices within the designated time frame will forfeit their seniority rights for that vacation round.
- Vacation carry-over to the following year is not permitted.
- Vacation requests for employees who are not scheduled by Staffing (e.g., Biomedical Engineering staff) should follow the guidelines/processes determined by the manager(s) responsible for that area.
- If an employee's position or rotation changes, every attempt will be made to honor their previously approved vacation.
- Employees may submit vacation requests for "hold back days" during the calendar year. These requests are considered on a first-come, first-serve basis in accordance with departmental guidelines/operational

requirements (quotas) of the unit/department and the number of relief staff available to backfill vacation at regular rates. (Seniority will only apply if two requests are received on the same day).

2023 Vacation Planning: roles and responsibilities

Managers/Leaders

- Let staff know their vacation entitlement before annual vacation planning begins on September 30, 2022.
- Review seasonal closure dates (if applicable) and submit to Staffing.
- Set the unit/department/service area's vacation quota: the maximum number of staff who can be off on vacation at any point in time unless a seasonal or bed closure allows more staff to be off without replacement.

Employees

- Check your vacation entitlement and inform Payroll (604-297-8683) ASAP if there is a discrepancy. Your vacation entitlement is your total number of vacation hours that you have accrued and must take in full by December 31 each year, except as otherwise specified in your collective agreement.
- Create vacation requests using MySchedule.
- Submit vacation requests online before the deadlines for Round 1, 2 and 3.
- Monitor your vacation banks throughout the year and do not request time off during a block of time where the quota has been reached.

Our highest priority is the health, safety and wellness of our staff and those we serve. Now more than ever, we need to take care of ourselves so we can take care of others. We also need to ensure safe staffing levels in our hospitals and care homes particularly as we continue to meet the challenges of COVID-19.

Supporting Resources

- [Vacation Leave Guidelines for Unionized Staff \(attached\)](#)
 - Definitions, principles and processes used in annual vacation planning as per the collective agreements.
- [Annual Vacation Planning Q+A \(attached\)](#)
 - Answers to common questions our Staffing team hears most often from staff.
- [Andgo User Guide - Annual Vacation Process \(attached\)](#)
 - Detailed instructions on how to submit vacation requests in Andgo's Annual Vacation Module.
- [Andgo Quick User Guide – How to Request Annual Vacation \(attached\)](#)
 - A quick and easy guide on how to submit vacations requests in Andgo's Annual Vacation Module.

Questions?

Please reach out! Email us at VacationPlanningPHC@providencehealth.bc.ca.