

# Off Planner Vacation Requests

According to Article 17.03(b)(ii) of the UNA Provincial Collective Agreement, when an Employee submits a request in writing after April 30 for vacation, the Employer shall indicate approval or disapproval in writing of the vacation request within 14 days of the request.

Each request submitted by an Employee must be assessed on a case-by-case basis. If your manager says they are not approving any “off planner” or “ad hoc” requests, then they are not assessing each request. Such blanket denials are arbitrary and contravene the requirements of the Collective Agreement.

In addition, it is not the responsibility of an Employee to find coverage for their vacation. The manager or their staffing office is responsible to do so.

If you believe a vacation request has been denied unreasonably, please contact your UNA local executive or Labour Relations Officer at 1-800-252-9394.

