

# SPOTLIGHT

on your UNA contract

Article 17.03: Time of Vacation  
(UNA Provincial Collective Agreement 2024-2028)

# Vacation Scheduling

Under the Provincial Collective Agreement, Employees are now required to submit 75 per cent of their vacation entitlements for a year in the vacation schedule planner by March 15.

According to *Article 17.03* of the contract, the Employer shall post the vacation schedule planner by Jan. 1 each year.

The Employer shall indicate approval or disapproval of vacation requests submitted by March 15 and post the resulting vacation schedule by April 30 each year.

The Employer has an obligation to provide guidance as to the reasonable number of employees for each unit, program or site who may be granted vacation at the same time.



If you have any questions or concerns, please contact your UNA local executive or Labour Relations Officer at 1-800-252-9394.

Read your Collective Agreement online or on the App



[www.una.ca](http://www.una.ca)