

**MINUTES OF SETTLEMENT**

BETWEEN

**CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE)**

AND

**CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES UNION, LOCAL 491 (COPE)**

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**RE: COPE vacation cash-out policy grievance 20-02**

**WHEREAS** the parties signed a Memorandum of Settlement on November 28, 2018 which addressed vacation bank balances in excess of four (4) weeks on December 31, 2018;

**AND WHEREAS** the employees with vacation bank balance in excess of four (4) weeks on December 31, 2018 are required to reduce that balance by a minimum of 25% annually through either taking additional vacation or a combination of both vacation and vacation cash-outs (where approved);

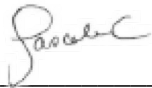
**AND WHEREAS** the parties agree that the provision of article 13.09 - Vacation Use and Accumulation must be followed and under normal circumstances, employees are expected to use their accrued vacation entitlement within each year;

**THE PARTIES AGREE AS FOLLOWS:**

- Employees will be entitled to carry forward their unused 2021 entitlement into 2022. They will have until December 31, 2022 to use all of the unused vacation balance of the 2021 entitlement. Any remaining vacation balance from 2021 will be paid out in January of 2023.
- On a go-forward basis as of January 1, 2023, the only balances remaining in the vacation bank on January 1<sup>st</sup> each year will be the unused vacation from the previous year.

**IN WITNESS WHEREOF** the parties hereto, by their authorized representatives, have affixed their signatures on this 14th day of January, 2021.

**SIGNED ON BEHALF OF:**  
CANADIAN UNION OF PUBLIC EMPLOYEES



Pascale Caron  
Director of Labour Relations

**SIGNED ON BEHALF OF:**  
COPE 491



Trish Sinclair  
President, COPE 491



Sandra Lenuik  
National Vice President, COPE 491