

MEMO

Date: June 2, 2020

To: All Managers

From: Glenn McLennan, Chief Financial Officer

Re: Action Request for Managers – Non-Union Staff Vacation Scheduling

We are committed to supporting our staff to take their annual vacation entitlement. **We are asking all managers to meet with their non-union staff in order to schedule the use of their full annual entitlement and any vacation days carried-over from the prior years.**

All vacation requests require management review and approval to ensure requests are allocated in a fair and reasonable manner and in consideration of operational requirements. In certain areas, approved vacation schedules may need to change due to special circumstances such as exceptional operational needs, unanticipated leaves of absences, etc. In such cases, vacation time should be rescheduled for use at a later time.

When scheduling vacation time, please ensure staff are aware of the current Public Health Order that requires anyone leaving the province (including both domestic and international travel) to self-isolate for 14 days upon return to Manitoba. Certain travel is exempt from the Public Health Order, this includes Manitoba residents who regularly travel outside Manitoba to areas that are close to the Manitoba border – for work, to access health services or to travel to a cottage or rental property. The exemption does not include campgrounds outside of Manitoba.

Public Health has advised that interprovincial travel is highly discouraged. This advice is fully supported by all Service Delivery Organizations. Staff who choose not to follow this Public Health advice are asked to advise their manager of their travel plans **in advance** of their travel and are **required to contact their manager upon their return** to the province. While employees will be required to self-isolate for 14 days in most instances before they can return to the workplace, in certain circumstances, Occupational Health Services (or designate) may approve employees deemed “operationally required” to return to work earlier.

Time away from the workplace for travel-related self-isolation will be unpaid, however employee time banks such as vacation, sick, overtime and discretionary time can be accessed.

For more information on staff travel restrictions and requirements, please review this [FAQ document](#) or contact your Human Resources Representative.