



March 4, 2021

To: REGIONAL VICE PRESIDENTS  
BRANCHES & FACILITIES

## Leave Carry Over & Payout

There are still questions from Members regarding the leave payout this year. Information in past communications regarding leave carry over has changed, and the most recent information confirmed with NAV Canada as of March 3, 2021, is the following:

1. What is the default for payout or carryover?
  - a. The default will be: Unused leave will be paid out unless specifically requested by the employee to have unused amounts carried over.
2. What is the process to indicate that you want to carry over leave?
  - a. Instructions on how to request carryover of unused leave will be on NAV Canada Now on March 17, 2021.
3. What leave can be carried over:
  - a. Up to 21 days of unused leave, minus any amounts carried over from the previous year, is eligible for carryover;
  - b. There is no longer a distinction on what type of leave is remaining in a Member's leave bank (i.e., annual/lieu or if it was carried over from the previous year). The restriction is 21 days minus what was carried over from the previous year.
    - i. Two examples:
      1. The employee did not carry over any leave from the previous year – can carry over up to 21 days this year.
      2. Employee carried over 16 days leave from the previous year and still has 10 days remaining in leave bank:  $21 - 16 = 5$  days of room to carry over this year. In this case, 5 days can be carried over, and 5 days will have to be paid out.
4. How many hours constitutes a day of carry over?
  - a. The number of hours that will constitute a day of leave carry over will be equivalent to the shift length being worked as of March 31, 2021

We hope that this information clarifies the leave carry over and payout processes. Should you have further questions, please direct them to your RVP.

On Behalf of the Executive Board;

Doug Best  
President

Scott Loder  
Executive Vice President

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