



March 19, 2022

To: REGIONAL VICE PRESIDENTS
BRANCHES & FACILITIES

CARRY OVER LEAVE

Nav Canada has circulated information on the process that will be followed for CATCA members at the end of this leave year for carryover of leave but many members have not seen it. The following is a summary of the information provided by the company (from Nav Canada Now, February 23, 2022) that will be followed:

Beginning April 1, represented employees must submit their carryover requests in Workday.

Carryover requests must be submitted between April 1, 2022 and April 30, 2022.

PLEASE NOTE: *there is no longer an automated carryover in Workday for your Annual Leave and Lieu Leave. You will be required to send your carryover requests to your manager for approval. Once approved, the manager would be required to provide the information to HREC, who will process the request.*

Employees may carryover up to 21 days of Annual Leave, Lieu Leave or any combination of the two minus the amount of days carried over in the previous year. Any days carried over this year will be applied against the 21-day carryover available at the end of next leave year.

Leave Balance

Please validate that your balances are correct and advise your leave administrator of any discrepancies. Note, all actions must be completed by April 30, 2022.

To assist with validation, please refer to your employee profile. On the Time Off tab, there is a Time Off and Leave Requests section that provides a complete breakdown of all time off transactions in Workday. For steps on how to view your balances, you can refer to the Manage Leave and Time Off job aid.

If you have any questions, please contact the HR Employee Centre or speak to your leave administrator.

End of Career Credits

Please note, where applicable, the deadline for requesting Compensatory hours to be moved to your End of Career bank has also been extended to April 30, 2022.

Payout

Please note payout of vacation, lieu and compensatory time will be done on the pay of June 8, 2022. Employees may choose to have all or a portion moved to the GRRSP/TFSA. The GRRSP/TFSA form must be completed and returned to HREC-CERH@navcanada.ca no later than May 25, 2022.

This means that the default position is that any vacation or lieu leave unused at the end of the leave year will be paid out. If you want to carry over leave you must make a request with your manager through Workday.

TOIL: *Employees who have earned Compensatory Leave [TOIL] and have a balance remaining on March 31, 2022 will have those hours carried over for use until June 30, 2022. Any Compensatory Leave that is carried over which has not been used by June 30, 2022 will then be paid out.*

Please contact your RVP if you have any questions.

On behalf of the Executive Board,

Nick von Schoenberg
Interim President

Scott Loder
Executive Vice President