



CANADIAN UNION OF PUBLIC EMPLOYEES □ LOCAL 101 LONDON  
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**Adam Brightling**  
President

**Dominic Anello**  
Recording Secretary

April 29<sup>th</sup>, 2020

Fellow CUPE 101 Members:

*REGARDING: Vacation Planner (City staff)*

As mentioned earlier this month, the Vacation Planner due date was moved to May 1<sup>st</sup>, **and is again moved to June 1<sup>st</sup>** by mutual agreement. The vacation period of June 1<sup>st</sup> to November 30<sup>th</sup> remains the same.

This is to allow people sufficient time to submit their vacation requests now that the initial wave of COVID19 uncertainty has come to pass.

If you will be asking for vacation dates in early June and are worried about this extended timeline, we are suggesting you submit your request sooner than later, and draw your manager's attention to the request.

We have been working with Management on this and there should be sufficient flexibility given recent events. If you are finding any resistance – any time off request being unreasonably denied, please seek assistance through your Steward.

We will be providing additional information as it is received, such as what will happen with vacation carryover, or vacations booked for May which people may want to cancel and save, for another time, etc.

If you, or someone you know, are not receiving these updates by email but wish to, please email Executive Assistant Michelle Sterling at **[michelle01@rogers.com](mailto:michelle01@rogers.com)** with your contact information – this information is being collected and used only for our Local.