



CANADIAN UNION OF PUBLIC EMPLOYEES □ LOCAL 101 LONDON
1 – 380 Adelaide Street N., London, ON, N6B3P6 □ (226) 378-6399

Adam Brightling
President

Dominic Anello
Recording Secretary

May 29th, 2020

URGENT: Vacation Requests – City of London

URGENT, please submit your vacation requests for the vacation planner as soon as possible. The planner closes June 1st, which is this coming Monday.

Whatever your first choice is, submit it today if you can.

All requests after the June 1st deadline will be handled like a subsequent request – on a first come/first served basis and according to business needs.

Management has informed us there are nearly 70 people who have not submitted any request, and most of these are at work – not on a DEL leave.

Even if you are off on a DEL, submit you desired request since we do not know when COVID/DEL will end.

We understand this is frustrating because of all the unknowns. While visiting different sites this week, it became apparent that even areas within the same building, sometimes on the same floor, are getting different or conflicting information. We have submitted enquires on your behalf, but in the interest of time, we don't believe you will get the information by June 1st. We will be adding those responses to upcoming FAQs as the information comes in.

Again, we understand it is hard to make an informed decision when you don't have all the information you need. At this time, we suggest you submit your requests as normal and let the planner process run as it usually would.

By not submitting your time off request before June 1st, you miss out on having your first choice considered for the Vacation Planner.

So in summary, submit your vacation requests as soon as possible (even today if you can), so you can express your first choice. Because of all the changes, it would be prudent to have a second or third choice ready to go in case you are not approved for the dates you initially want. Finally, if there are too many people asking for the same dates, we will be advocating for flexibility to have these approved.