

Vacation Payout Information

For team members returning to work in the fall:

For this vacation calendar (until June 30th, 2025)

- Vacation of 40 hours or more in this current vacation year scheduled during a layoff week will remain in the schedule and must be taken
- Single day vacation in the current vacation year will be removed from the vacation schedule
- If you have 40 hours or more (full weeks of unscheduled vacation) remaining the company will schedule them into a layoff week. Notification will be given if this applies for proper EI notification.
- Unscheduled vacation (less than full weeks) that is remaining will be paid out in July
 - ****Please note, if you need single days due to vacation etc., please contact your rep or the company to leave these days in. The company will leave the single days in, however, the days you don't have vacation for in that week will be unpaid.**

For next years vacation calendar (July 1st, 2025 – June 30th, 2026)

- Vacation scheduled will remain in the calendar as scheduled at vacation booking
- Summer shutdown vacation weeks will remain in the schedule
 - *Summer shutdown is 72hrs

For team members not returning to work in the fall:

For team members who will more than likely remain on layoff in the fall (this will not be an official number because we don't have packages, retirements and job layouts with the company worked out)

- All current years vacation, next year's vacation and bank time will be paid out
 - ***This will be paid out next week (week of May 26th, 2025), regular pay date***

How to report to EI:

Normally, earnings paid because of a temporary or permanent separation from employment are allocated from the week of the separation. Separation earnings can include:

- vacation pay
- pay in lieu of notice
- severance pay
- closure bonuses
- sick leave credits

Under the temporary measure, if your claim or the allocation starts between March 30, 2025 and October 11, 2025, earnings from separation are not deducted from your benefits.

We still need to let Service Canada know about the payout. The correct way to report this payment is to say "Yes" to other monies and then we will need Service Canada to clear the report. If you report "Yes" to other monies this could delay your EI/SUB payment, as you won't know the amount until your paystub is available on Tuesday next week. Please feel free to reach out to one of the benefits representatives for help with this.