



## MEMO

**Date:** December 17, 2020

**To:** All Employees (excluding Physicians)

**From:** Human Resources

**cc:** Union Representatives

**Re:** **Voluntary Vacation Payout Opportunity**

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This year has been like no other, with demands on staff that have risen steadily since the first case of COVID-19 was identified in Manitoba. While much has changed since this fight began, the one constant in Manitoba's pandemic response has been the dedication, commitment and effort demonstrated by staff who are working in every region and across every setting.

This virus does not take days off or recognize holidays and while it continues to place extraordinary demands on our health system, we know you will be there. We recognize the sacrifices you have made over the past ten months. We are so grateful for your dedication to our patients, residents and clients, 24 hours a day, 7 days a week.

On behalf of Manitobans, we thank you.

With the holidays approaching, vacation scheduling must take into consideration the considerable strain our health system is currently under. In order to maintain the necessary staffing levels to continue to meet the needs of patients, residents and clients, we are offering a **voluntary vacation payout** for those staff willing to exchange scheduled vacation.

In order to be eligible, you must have approved vacation scheduled between now and January 31, 2021. Approval will be subject to operational needs. With approval/agreement of your manager to exchange your vacation, your vacation time will be removed from the schedule and the schedule will be adjusted to show you as working. You may be reassigned or deployed on these days to areas of most need that is within your scope of practice and qualifications.

This is a one-time **voluntary opt-in program**, available to staff who are willing to work in lieu of scheduled vacation over what will be a busy holiday period and month of January. With the agreement of your manager, you may exchange some or all of your scheduled vacation days for an equivalent monetary pay-out.

We are already asking so much of you and know that you are stretched in many ways but if you are willing to help and are interested in this payout opportunity, please contact your manager and **complete the attached vacation payout request form located on page 3 by Tuesday**,



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**January 5, 2021 4:00pm deadline for a special payment to be paid on Friday, January 22, 2021.**

Managers will submit the approved vacation payout request to their HR department by Monday, January 11, 2021. Your HR Department will coordinate and submit an approved vacation payout spreadsheet for the site/program to HRSS by noon January 15, 2021.

Please note, union representatives have been advised of this process to ensure this opportunity is contract compliant.

Questions may be directed to your **Human Resource Department** or if applicable your local union representative.



## Voluntary Request for Payout of Scheduled Vacation Time Special COVID-19 Request

**I am requesting a voluntary vacation payout to exchange scheduled vacation**

Please complete and submit this form to your Manager for approval.

Request Information	
Employee Name	
Employee ID Number	
Program / Unit Name	
Days / Hours to be paid out	
Approvals (The following must complete and date this form.)	
Employee Signature	Date
Manager Signature	Date