



Task Title: Understanding a Vacation Request Form

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description:

Learners will read about vacation rights in Ontario and interpret a vacation request form.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents /A2.2
- Understand and Use Numbers /Manage Time /C2.2

Materials Required:

- Access to a computer or other digital device (if preferred)
- Pen and paper (if preferred)

Learner Information

In Ontario, employees are legally entitled to vacation time. Employees who have worked less than five years have a right to two weeks of vacation time after working every 12-month period. Vacation time increases to three weeks for employees who have worked five years or more. This is the minimum requirement for vacation time. Employers can choose to give more than the minimum amount of vacation time.

Scan the Vacation Request Form.

2024 – 2025 VACATION REQUEST FORM

In preparing vacation schedules, the Company agrees to take seniority by department into consideration, if management can maintain a qualified workforce sufficient to perform the necessary work. Employees must indicate their vacation preference by March 1st in each year. Associates that choose not to book vacation by March 1st will forfeit their seniority rights with respect to vacation scheduling. You may approach your supervisor at any point after that time to request vacation time from the remaining available weeks. Please note no vacations are allowed on the following dates: October 10 & 11, 2024, Jan 8 – 19, 2025, March 18 – 29, 2025.

As a result of the Collective Agreement renewal in April 1018, several changes in the allocations of SINGLE DAY vacation entitlement are in effect (Article 22.04):

All employees will be allowed to book no more than five (5) single days. All other days will be booked in blocks of five (5). The company agrees that it will make best efforts to grant more than usual vacation requests during the months of June, July, August, and December. (The only exception to the blocks of five (5) would be during weeks with a Holiday where only four (4) blocks would be required to take the week off).

- A) The company and Union agree that during the peak vacation period (June, July, and August) no employee will be eligible to schedule single days
- B) Requests will be submitted with at least 2 shifts notices for consideration under this paragraph, and approval of such requests will always subject to operational requirements of the Company.

The vacation schedule will be posted by March 31st and will not be changed without the consent of the affected employee(s) except in emergency situations. For further details please refer to the Collective Agreement, your supervisor and / or your Union Steward.

2024 – 2025 VACATION REQUEST FORM continued

Associate Name: Allister, Greg **Seniority Date:** 25/09/1985

Your vacation entitlement is: 30 days

Please enter your preferred vacation weeks or days in the spaces below. For each week or block of weeks listed, please provide an alternative, and if possible, a second alternative in the event your preferred dates are not available due to seniority rights and operational requirements.

# Days	Preferred Dates			# Days	Alternate Choice(s)			# Days	2 nd Alternate Choices		
	202_	To	202_		202_	To	202_		202_	To	202_
	202_	To	202_		202_	To	202_		202_	To	202_
	202_	To	202_		202_	To	202_		202_	To	202_
	202_	To	202_		202_	To	202_		202_	To	202_
	202_	To	202_		202_	To	202_		202_	To	202_
	202_	To	202_		202_	To	202_		202_	To	202_

Stat Holiday Dates in 2024:

- March 29 – Good Friday
- May 20 – Victoria Day
- July 1 – Canada Day
- August 5 – Civic Holiday
- September 2 – Labour Day
- October 14 – Thanksgiving
- December 25 – Christmas Day
- December 26 – Boxing Day

Stat Holiday Dates in 2025:

- January 1 – New Year’s Day
- February 20 – Family Day

Work Sheet

Task 1: How many vacation days is Greg Allister entitled to with this company?

Answer:

Task 2: What dates are not allowed by this company to be booked for vacation?

Answer:

Task 3: When are this company's employees not allowed to schedule single vacation days?

Answer:

Task 4: As of September 25, 2024, how many years has Greg Allister worked at this company?

Answer:

Task 5: How many statutory holidays are there for this company?

Answer:

Answers

Task 1: How many vacation days is Greg Allister entitled to with this company?

Answer:

30

Task 2: What days are not allowed by this company to be booked for vacation?

Answer:

October 10 & 11, 2024, Jan 8 – 19, 2025, March 18 – 29, 2025

Task 3: When are this company's employees not allowed to schedule single vacation days?

Answer:

During the peak vacation period (June, July, and August)

Task 4: As of September 25, 2024, how many years has Greg Allister worked at this company?

Answer:

39 years

Task 5: How many statutory holidays are there for this company?

Answer:

10

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	Performs limited searches using one or two search criteria			
A2.2	Extracts information from tables and forms			
C2.2	Converts between units of time (e.g., millennia, centuries, decades, years, months, weeks, days, hours, minutes, seconds)			
C2.2	Chooses and performs required operation(s); may make inferences to identify required operation(s)			
C2.2	Selects appropriate steps to reach solutions			

Task Title: UnderstandingAVacationRequestForm_E_A2.2_C2.2

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
