

Date: October 19, 2016

File: 1550-00

To: Victoria – All Stations

CLIFF: 1031618

**HOLIDAY SELECTION 2017  
PLEASE POST**

**Friday, November 25, 2016 - Platoon A**

Holiday selection will be held at:

**Station 140 – Central Reporting Station  
3300 Douglas Street Victoria**

**7:00 pm      check in  
7:30 pm      selection begins**

**Sunday, November 27, 2016 - Echo & Platoon B**

Holiday selection will be held at:

**Station 140 – Central Reporting Station  
3300 Douglas Street Victoria**

**7:00 pm      check in  
7:30 pm      selection begins**

**Wednesday, December 7, 2016 - Platoon C**

Holiday selection will be held at:

**Station 140 – Central Reporting Station  
3300 Douglas Street Victoria**

**7:00 pm      check in  
7:30 pm      selection begins**

**Thursday, December 1, 2016 - Platoon D**

Holiday selection will be held at:

**Station 140 – Central Reporting Station  
3300 Douglas Street Victoria**

**7:00 pm      check in  
7:30 pm      selection begins**

**Employees should arrive at the above location with at least double their vacation selection blocks pre-chosen. This will eliminate any delay in the selection process should the block(s) you wish be unavailable.**

You may use a proxy form if you are unable to attend the holiday selection events. Please elect a designate and select all of the blocks on your proxy form in order of preference to minimize the need for your designate to select blocks on your behalf. An e-mail was sent to you last week with information regarding your 2016 vacation balance and your 2017 vacation and statutory entitlements. Please review this information and advise your supervisor of any discrepancies.

Should you wish to elect BCEHS to be your designate, please forward your proxy form to [Vacationpicks@bcehs.ca](mailto:Vacationpicks@bcehs.ca) at least five (5) days prior to your selection date.

BCEHS will follow the process outlined in the *CUPE Collective Agreement* and our Letter of Agreement on selecting holidays. Employees not present and with no proxy form at the time of their selection will have one telephone call attempted to contact the employee at their primary contact number. If no contact is made, these employees will have their holidays assigned to them using their previous year's picks as a guideline.

Your entitlement letter also contains a link to the payout form which you will need to complete and submit to [Vacationpicks@bcehs.ca](mailto:Vacationpicks@bcehs.ca) by **October 28, 2016** if you would like to have your vacation carry over paid out.

Employees who are changing platoons/stations or shifts in late 2016 or early 2017 should confirm with their manager on what team they should be picking their 2017 holidays.

Employees who attend the selection process must be prepared to remain at the selection location until their complete entitlement is selected or provide a proxy.

Employees should be aware that no payment, overtime, recall or travel expenses may be claimed for the vacation selection events, and attendance is entirely voluntary.

BCEHS is moving forward with a plan to implement standardized photo identification cards for all staff. These cards will enable staff to be easily identified as BCEHS employees to patients and the public and will also enable staff to be easily identified and qualify for benefits provided to other PHSA agency employees, such as reduced rates at certain events or when purchasing items from certain companies. Examples are: discounted BC Lions home game tickets, discounts at various gyms and health clubs, preferred pricing on select Apple products for personal use, discounted rates on personal phones and plans with Telus and Rogers, just to name a few. More details on these perks and many others may be found on the POD at <http://pod/BENEFITS/BEN/EMPLOYEEPERKS/Pages/Default.aspx>.

To facilitate this process, we will be taking staff photographs as part of the Vacation picks process. All staff are required to have their photos taken, and all managers will be required to verify the name and photos of their staff. Please bring a primary piece of identification like a drivers licence to assist with the verification process. Staff not participating in the Vacation picks process or attending in person will have their photos done as part of a separate process managed with their unit chiefs and managers.

Flu vaccinations and fit testing will also be conducted during the vacation selection.

NOTE: If you encounter a last minute emergency and are unable to attend the selection process, please contact **Elizabeth Cacatian** at **604.833.0485** or via email at [elizabeth.cacatian@bcehs.ca](mailto:elizabeth.cacatian@bcehs.ca)

Sincerely,

*Original signed by*

Paul Valley  
Senior Provincial Executive Director  
Patient Care Delivery

pc: District Managers & Support Staff  
Provincial Scheduling Department  
Victoria Dispatch  
CUPE Local 873

Links: (Intranet Path: Home » Payroll » Payroll & Platoon Calendars)

[Proxy Form](#)

[Deferred Vacation Payout Form](#) (Please submit by October 28, 2016)