

## CUPE2424

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**From:** CUPE2424 <CUPE2424@cunet.carleton.ca>  
**Sent:** June 2, 2020 4:06 PM  
**To:** CUPE2424 Members  
**Subject:** COVID-19 Update for 2424 Members - Annual Leave | Special Leave for Lack of Childcare Reminder

Dear members,

Many of you have asked whether you can be *required* to take holidays at this time, maybe preferring to reserve your accrued leave for a better time. You are not required to take vacation time unless you have accrued over 30 days, as per Article 20.06 of the [Collective Agreement](#). This restriction does remain in effect.

Managers could also request that employees take a certain amount of vacation time as required under the Employment Standards Act.

You may be required to use annual leave for time when you are unable to work due to caregiver obligations (example: childcare) as well, if Special Leave has been exhausted. As a reminder, you may claim Special Leave under the "Sudden Lack of Childcare" category for up to six days (depending on your Special Leave balance). The restriction on days-per-occasion has been suspended so that members can more easily utilize their Special Leave over consecutive days if needed. Special Leave also resets to a full six days on July 1. You can find Special Leave under Article 22.05 of the [Collective Agreement](#).

Whatever your plans for the Summer, please stay healthy and safe, and not just with respect to COVID-19 precautions but also by looking after your general health and well-being which may include taking some time off to "unplug".

Sincerely,

Jerrett Clark

President

Canadian Union of Public Employees Local 2424

510 University Centre

Carleton University

1125 Colonel By Drive

Ottawa, Ontario

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