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South Coast British Columbia  
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Revised MEMO (see highlighted section)

DATE: March 12, 2018

TO: All Managers of MoveUp Employees

FROM: Labour Relations and HR Advisors

***SUBJECT: REDUCED WORK WEEK LEAVE (RWWL) OR "Y" DAYS***

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This memo is intended as follow up to information that I provided during the recent Labour Relations Training as well as directly with some Managers. The first time that Labour Relations sent a memo regarding the correct use of RWWL was last April 2017 and it was determined that it may not have reached everyone that oversees union employees.

The intent of RWWL is to provide a healthy work/life balance and as the name of the leave says; to "reduce" the work week, NOT the work day. The intent was also for an employee entitled to RWWL to have one full day off in each of the bi-weekly pay periods that do not contain a STAT holiday. We have a responsibility to enforce the collective agreement accurately and consistently. Therefore, the current practice of approving time off for partial days using "y" time is not permitted except under the provision outlined in Article 19.01 (c) regarding medical appointments and 19.03 for their one (1) day of special leave.

"Employees shall, where ever possible, schedule medical and dental appointments at times and dates during which they are not scheduled to work. Where it is not possible for an employee to schedule such appointments in the above mentioned manner, the employee will have such leave deducted from any banked time (except Annual Vacation) that is available to that employee. In deducting such banked time, ***the overtime bank will be debited first, followed by deferred RWWL days.***"

"It is agreed that leave for medical and dental appointments will only be permitted subject to operational requirements except in those cases where it is not possible for the employee to reschedule a medical or dental appointment that conflicts with operational requirements."

It is at the Manager's discretion whether to require verification from the Practitioner that the employee cannot reschedule an appointment. The employer will reimburse the employee for any fees associated with obtaining the verification note.

Please see the following for parameters when approving “y” time:

- They are to be scheduled in advance
- They are to be taken in the pay period in which they are earned but that does not have a stat day whenever possible
- If there is mutual agreement, dates can vary (for example allowing a Y day during a week containing a STAT, or allowing 2 “y” days to be scheduled in a week in order to use up deferred days.
- Employees can defer a maximum of 15 “y” days to be used later
- Anything above 15 “y” days, the employee ***must*** take a day off
- If an employee has a medical appointment that cannot be rescheduled, if they have the banked RWWL time, they should still be requesting a full day instead of a partial day (you can ask them why they won’t schedule a full “y” day for their appointment)

Please refer any questions on this process to Lisa Reid, TL Labour Relations Advisor at 778-375-7659 OR [lisa.reid@translink.ca](mailto:lisa.reid@translink.ca)

Regards,



Lisa Reid  
Labour Relations Advisor