



From: BC Hydro, Employee Relations <EmployeeRelations.BCHydro@bchydro.com>

Sent: 2023, September 18 12:08 PM

Subject: Reduced Work Week Leave (RWWL) Days and Medical/Dental Appointments

This is being distributed to all MoveUP employees and their managers.

MoveUP filed a policy grievance with respect to the use of RWWL days and scheduling medical and dental appointments. MoveUP and BC Hydro have settled the grievance and agreed to jointly communicate the following clarification to employees.

Both MoveUP and BC Hydro agree as follows:

- Employees are required to make "every effort" to schedule medical or dental appointments outside of working hours including on scheduled RWWL days or use unscheduled RWWL time for medical and dental appointments.
- Only in time sensitive situations where it is not possible to schedule the medical/dental appointment outside of working hours or on a scheduled RWWL day or use unscheduled RWWL time, will you be permitted to schedule appointments during regular work hours under Article 15.09.
- For clarity, RWWL days can be used as partial days or coded as hours for medical/dental appointments. For example, you can use 2 hours of RWWL time to attend a medical appointment.
- We remind employees RWWL days should be scheduled by March 31st each year.
- Once scheduled, a manager cannot require an employee to reschedule their previously scheduled RWWL time to cover medical/dental appointments. Employees still have an obligation to make every effort to book subsequent appointments on scheduled RWWL days.
- If you have unscheduled RWWL time after March 31, a manager can require you to use RWWL for medical and dental appointments during regular working hours. In such cases, the manager will inquire with you to determine whether there is a bonafide reason you cannot use your unscheduled RWWL time for the appointment and to ensure the rest of the provisions of Article 15.09 have been satisfied.
- One example of when an employee is permitted to schedule a medical and dental appointment during work hours under Article 15.09 is the following:

An employee may have a procedure for themselves or their dependents to be scheduled at the end of the year. They may need to allocate their unscheduled RWWL time for this appointment and have not scheduled it as they are awaiting confirmation of the date of the procedure. If an employee makes a request for a time sensitive medical appointment that cannot be scheduled outside of work time, then they can be permitted to

schedule the medical/dental appointment during work hours, even though the employee has unscheduled RWWL time in their bank.

- Having unscheduled RWWL time should be rare after March 31 in any year. If you currently have unscheduled RWWL time, managers and employees should be immediately scheduling this time and/or using it for medical/dental appointments.

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