LETTER OF UNDERSTANDING #3

Between

BC Civil Liberties Association

(the "Employer")

And

MoveUP (Canadian Office and Professional Employees' Union, Local 378)

(the "Union")

(Collectively, the "Parties")

Re: Personal Leave

WHEREAS the Employer and the Union are parties to a Collective Agreement with a term from July 4, 2024 to June 30, 2027 and may reach supplementary agreements during the term of the Collective Agreement;

AND WHEREAS the Parties seek clarity and mutual understanding on the interpretation, scope, and application of the Personal Leave provision at Article 27.05 in the Collective Agreement;

BE IT RESOLVED that the Parties agree to the following letter of understanding:

- The Personal Leave provision at 27.05 in the 2024-2027 Collective Agreement identifies the following four categories of circumstances in which employees may utilize Personal Leave to attend to responsibilities associated with:
    - Moving
    - Attending a wedding
    - Assisting at a birth or adoption of a child of their immediate family
    - The observance of holiday or tradition related to the employee's religion or cultural background

- The category of "moving" shall include household management issues related to fire, flood, or natural disaster.

- The category of "Attending a wedding" shall include consideration for other important life events, celebrations, and commemorations. This includes but is not limited to: graduations, citizenship ceremonies, baby showers, award and/or recognition ceremonies, birthdays of employee and/or immediate or chosen family, divorces or court proceedings, and important anniversaries.

- In the category of "Assisting at a birth or adoption of a child of their immediate family," "immediate family" shall include the employee's chosen family.

- The category of "The observance of holiday or tradition related to the employee's religion or cultural background" shall include consideration for any religious, cultural, community, and traditional holidays, commemorations, festivities, and days of observance such as, but not limited to: National Day of Awareness for MMIWG2S/Red Dress Day, unveiling ceremonies, Nakba Day, Trans Day of Remembrance.

- Personal Leave requests will not be unreasonably denied. The employee requesting the personal leave should endeavour to provide as much notice in advance as possible. Adequacy of notice will be considered in the determination of whether denial of request is reasonable.

- Directors shall communicate any concerns regarding the request as soon as feasible, and shall render decision on personal day leave requests without delay. It is recognized that the employer requires sufficient information to make decisions related to approving personal day leave, and that delays in providing that information are the responsibility of the person requesting leave.

- When requesting the personal leave, the employee need only provide a few words to indicate which of the four categories the personal leave falls under, e.g. moving; wedding; birth/adoption; or observance of holiday or tradition. The employer may request additional information to enable them to assess whether the requested leave fits into one of the four categories in the collective agreement, and whether the leave request can reasonably be denied when it conflicts with operational demands.

- The employer reiterates its respect for employees' privacy, and will limit the scope of requests for information to information necessary to fulfill its responsibilities under the Collective Agreement, including weighing leave requests with operational demands.

Signed this **23rd** day of **October, 2026**

For the Union:

Kai Sharpe
Union Representative
MoveUP

For the Employer:

L Hughes

Liza Hughes
Executive Director
BCCLA