Dear Members,

 It has come to the Union’s attention that some supervisors in their vacation planner memos have chosen to not make clear the fact that support staff employees have the right to choose their vacation dates. If you have seen language that suggests you restrict your vacation to coincide with your department’s closure, please recall that the choice of your vacation is **yours** and not contingent on whether or not the department is closed.

**If your supervisor or the College refuses your choice of vacation**, which they must do in writing citing a valid reason, **please contact the Union at ext. 1789.**

 Jurisprudence has established that “the needs of the service” should be understood to involve a situation where it would be especially difficult if not impossible for the College to discharge the services it must provide. **A vacation choice should not be refused for the reason that the employee will have to be replaced.** In this case, the College must be able to prove that the cost associated with replacing the employee in order to meet the needs of the College and its effects are significant enough to justify the refusal of vacation.

Sincerely,

DSSU Executive

DSSU Office - Room 8A.9

Ext. 1789