

Local Executive Table Officers

Bernie Sibbing
President
president@opseulocal504.org
Bernard.Sibbing@ontario.ca

Eleanor Guzman
1st Vice-President
1st.vp@opseulocal504.org
Eleanor.Guzman@ontario.ca

Joe Mason
2nd VP/Chief Steward
2nd.vp@opseulocal504.org
Joe.Mason@ontario.ca

Peter Liang
Treasurer
treasurer@opseulocal504.org
Peter.Liang@ontario.ca

Sergio Campanile
Secretary
secretary@opseulocal504.org
Sergio.Campanile@ontario.ca

Click on the title below to visit a website



Click on the title below to visit a website

[OPSEU Local 504](#)

[Collective Agreement](#)

Hello

We wanted to reach out to let you know that we are here for you. We hope that you and your families are safe and well. **Please contact us if you have any questions or concerns.**

What should you do if you think you have been exposed to COVID-19?

The following has been extracted from the OPSEU Frequently Asked Questions: [OPSEU Q&A](#)

1. Notify your union steward and notify the employer. Employers have not always been forthcoming and the union wants to be pro-active to ensure that all members have access to support.
2. If there is any chance that you were exposed to COVID-19 at work you should report your exposure to WSIB. Complete the [Workplace Exposure Incident Form](#) and fax it to the WSIB at 1-888-313-7373. This form logs your exposure to COVID-19 and WSIB assigns an exposure reference number. If you do not develop symptoms, then nothing else happens. If you do develop symptoms or later test positive for COVID-19, you will need to submit the WSIB Form 6 (include your exposure reference number).
3. Use the [OPSEU Helper Questionnaire](#) to document the nature and circumstances of your exposure and keep it for your records to support any claims you may later file with WSIB or other non-WSIB insurance benefits.

Dental Benefits Provider

As you may be aware our dental provider has changed from Great West Life to Canada Life. This is the link to sign in to review your dental benefits and claims: [Canada Life](#)

Special and Compassionate Days

We are entitled to 3 days, 2 of which can be used for religious reasons. You may request approval for a leave of absence for special and compassionate reasons. The leave of absence can be with or without pay. All regular, fixed term and seasonal employees may request this type of leave.

If you are requesting special and compassionate leave for a religious holiday, refer to the [Religious Holidays page](#).

Sick Days

Every calendar year, we are entitled to 6 sick days paid at 100%. If you use all of them, you may take up to 124 days additional sick days by either:

1. Topping up your salary to 100% by using your other earned and available credits (e.g. vacation credits), or
2. Receiving a reduced percentage of your regular salary

Go to the [STSP Top Up Sequence page in WIN](#) to view your current STSP top-up selection.

Vacation Days

Yearly Entitlement

Every calendar year, we are entitled to a calculated number of vacation days which is based on the number of years of continuous service. When you begin employment with the OPS, you received 3 weeks (15 days) of vacation but shall not be permitted to take vacation until he or she has completed six (6) months of service.

No of years of continuous service	Entitled vacation days for current year
Up to and including 8	15
After 8	20
After 15	25
After 26	30

Where an employee has completed twenty-five (25) years of continuous service, there shall be added, on that occasion only, five (5) days of vacation to his or her accumulated vacation entitlement.

Carry-Forward Excess Vacation Credits

OPSEU members are entitled to carry over one year's worth of vacation days to the following year. There is a form called, [Excess Vacation Carry-over Request Form](#), which needs to be completed and signed by your Manager who will then forward to OSS Pay and Benefits. With the current environment many of us are not travelling, and therefore we may have many vacation days that we have accumulated and will not be using before the end of the year.

OPSEU is following up with Ministry Employee Relations Committee (MERC) to see if we can all carry over more than a years' worth.

Date	Entitled vacation days for current year	Used vacation days from Jan to Dec	Carry over vacation days to next year
January 2019	20	10	10
January 2020	20 + 10 = 30	5	25
			*may lose 5 days if not used by Dec 31 st

Trustee Audit Report

When COVID arrived, we were in the process of having our July to December 2019 TARs reviewed by our Trustees. OPSEU Head Office has shared that all locals will remain in good standing if TARS reviews were not completed and submitted to Head Office.