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## 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.**

## Are you returning to the office?

The answer to this was noted in an email sent, on November 24, 2020, from the Office of the Secretary of the Cabinet, below has been extracted from the memo.

"we will continue to pause on our workplace reintegration plans until at least late January 2021 and reassess the impact of the pandemic at that time."

If you have been or being asked to work at 5700 Yonge, **remember, management has a general duty to take every reasonable precaution to ensure that you are safe.**

OPSEU Frequently Asked Questions: [OPSEU and COVID-19](#)

## Form T2200 - Declaration of Conditions of Employment'

It has come to our attention that we may receive this form in February around the same time we will receive our T4 slips. This form is completed by the employer to certify that an employee is required to work from home and that any employment expenses not reimbursed by the employer may be claimed on their annual tax return. If we hear any new information, we will let you know.

For more information about this form: [T2200 Declaration of Conditions of Employment](#)

## Vacation Days

**We are all able to carry over one year's worth of vacation anything above would be considered excessive and if not used up it could be lost.**

### Carry-Forward Excess Vacation Credits **\*\*UPDATE\*\***

As you may have noticed there is no written confirmation that any of us will be permitted to carry over more than a year's worth of our vacation entitlement. We have been encouraged to use our vacation to ensure that our physical and mental health is maintained. Who doesn't like a day off from work?

We are suggesting the following to ensure it is documented/

1. Email your manager and cc your HR Advisor to request to carry over excess vacation as it cannot be used up at this time.
2. Complete the form, [Excess Vacation Carry-over Request Form](#) to carry over one year's worth of vacation days to the following year and get an email confirmation that it is acknowledged.
3. Login to WIN and screen capture/print the details of your vacation.

The question then becomes, Will management sign the overage vacation OPSEU form or allow you to use up all your vacation before the end of the year without your colleagues asking for the same?

Hopefully by this time you have taken some time off for yourself and/or with your 'bubble', but if not, be mindful that you could lose it. Here is a reminder of how this works.

Date	Entitled vacation days for current year	Used vacation days within that year 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 <sup>st</sup>

## Wages (Across the Board)

This is a reminder of our wage increase which began July 1, 2017. We still have something to look forward to in January 2021.

2017	1.5%	July 1, 2017 or date of ratification	
2018	0%		
2019	2%	1% = January 1, 2019	1% = July 1, 2019
2020	2%	1% = January 1, 2020	1% = July 1, 2020
<b>2021</b>	<b>2%</b>	<b>1% = January 1, 2021</b>	<b>1% = July 1, 2021</b>

## Trustee Audit Report

Our July to December 2019 TARs was successfully reviewed by our Trustees and has been submitted to OPSEU Head Office. We are planning on having the next term by our Trustees.