



Bulletin: 2024 Designated Summer Vacation Period and Vacation Request Process

Date: February 15, 2024

To: Oshawa Campus

Please be advised that the Oshawa Assembly Plant (T1) is scheduling a Designated Summer Vacation Period during the following two (2) weeks period:

- **Week of July 1, 2024**
- **Week of July 8, 2024**

Unless otherwise instructed, all production team members will be placed on vacation during these two (2) weeks of non-scheduled production. Team Members with vacation hours will have (80) hours allocated to these two (2) weeks and will receive vacation pay. Team Members without vacation hours will be coded as an approved unpaid absence.

NOTE: In regards to Contractual Department (30), this Designated Summer Vacation Period may impact Stamping and Sub-Assemblies. A further confirmation will be communicated once the operating schedule is finalized. Warehousing, Box-build, and Unitizing will be expected to run their regular operating plan.

Any Skilled Trades Team Members required to work during the weeks of July 1st and July 8th to support maintenance activities will be notified by their Group Leader.

The week of July 15th will be a regular week of production for Oshawa Assembly.

2024 Summer Vacation Request Process:

Any Team Member who wants to request additional vacation during the summer period (e.g. June/July/August) will be required to submit their request in writing to their Group Leader using the Vacation Request Form. **All such requests for additional vacation must be submitted in writing by March 31, 2024.**

Each department will then conduct a review of all additional vacation requests to develop a summer staffing plan and **will provide written feedback (approval/denial) for all individual vacation requests by April 30, 2024.** All vacation requests (approval/denial) are to be entered and tracked in HCC by the Group Leader.

Thank you for your support.

Christopher Thomson
Site HR/LR Director
Oshawa Assembly