

**LETTER OF UNDERSTANDING**

**BETWEEN**

**TOLKO INDUSTRIES LTD. – NICOLA VALLEY DIVISION**

**AND**

**I.W.A CANADA, LOCAL 1-417**

**POLICY AND GUIDELINES FOR EXTENDED VACATION LEAVE**

The parties agree that the following policy shall apply in respect to requests for and granting of Extended Vacation Leave.

1. All provisions of the Collective Agreement Article XII, Section 8 shall apply to employees requesting Leave of Absence for Extended Vacation.
2. The employee must have worked for the Company at least one (1) or more years before an extended vacation can be granted.
3. All earned vacations must be combined and used up in conjunction with any extended vacation leave.
4. It is agreed only three (3) employees will be allowed away on such extended leave at any one time.
5. When extended vacations are granted the following shall apply:
  - A) Employees with one or more years continuous service will be allowed up to four (4) weeks extended vacations without pay.
  - B) Employees with two (2) or more years continuous service will be allowed up to ten (10) weeks extended vacation without pay.
  - C) Employees with five (5) or more years continuous service will be allowed up to twelve (12) weeks extended vacation without pay.
  - D) Employees with nine (9) or more years continuous service will be allowed up to sixteen (16) weeks extended vacation without pay.
  - E) Employees with fifteen (15) or more years continuous service will be allowed up to six (6) months extended vacation without pay.
6. Extended leave for vacation would not be granted to employees every year but once every five years, unless there is less than three (3) away. No banking allowed.

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7. That a record be kept for the purpose of accepting applications on the basis of first come first served. Applications will be based on seniority in the event that more than one employee applies at the same time.
8. Situations regarding leave requests under the other provisions of the Collective Agreement will have to be considered on their merit.
9. It is agreed that if either party requests discussion in writing regarding amendments to this Agreement the parties will meet to discuss the requested amendments. This agreement shall be subject to review, amendment or termination upon thirty (30) days written notice. The parties agree to meet within the thirty (30) day notification period to discuss the reasons for cancellation

Signed this 2-1 day of <sup>December</sup>~~August~~ 2000

Tolko Industries Ltd.  
Nicola Valley Division

*Mike Morison*  
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I.W.A. Canada  
Local 1-417

*Jim Damm*  
*Paul Berger*

NOTE: EFFECTIVE JULY 1, 2001

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