LEAVE ADMINISTRATION POLICY

Policy Overview
LEAVE ADMINISTRATION POLICY

• Approved by Board of Regents March 15, 2018 (Effective April 1, 2018)

• Existing related policies consolidated as part of process:
  ▪ Deferred Salary Leave Program
  ▪ Leave Without Pay
  ▪ Recognizing Previous Service for Determining Annual Vacation Entitlement
  ▪ Work Flex Program
Scope

All non-academic employees of the University unless specific provisions of a collective agreement apply

Roles and Responsibilities

**Employees**
- Ensure leave does not unduly interfere with business operations
- Request/obtain approval in advance
- Report in a timely manner
- Ensure leave balances are accurate.

**Units**
- Manage leave in accordance with policies and collective agreements
- Make reasonable effort to grant requests for leave
- Maintain and monitor records
- Ensure access to leave balances

**Department of HR**
- Oversee policy and procedure development, implementation, and communication
- Provide support in administration
- Maintain leave information in the applicable system
WHAT CHANGES DO YOU NEED TO KNOW?

• Annual Leave Usage
  ▪ *Permanent* employees or contractual employees in *contracts that are a minimum length of 12 months* may anticipate leave accrual to end of the current fiscal year or contract end date, whichever is shorter
  ▪ Reason for Absence form is required

• Recognition of Prior Service
  ▪ No requirement for the requesting employee to be permanent
  ▪ Listing of recognized organizations to be posted on HR website
WHAT CHANGES DO YOU NEED TO KNOW?

Annual Leave Carry Forward Amounts

- Unused amounts, up to a maximum of one year of accrual, can be carried forward to the next fiscal year
- Five year implementation period

Inclement Weather and University Closure

- Clarification of employee requirements during times of inclement weather and the closing or re-opening of the University
- In the event of university closure, employees will not be reimbursed for the closure day if they had that day and the day either prior or after the day of closure scheduled for leave
WHAT CHANGES DO YOU NEED TO KNOW?

Medical Appointments

- In cases where an employee has no control over appointment times, reasonable time off with pay is allowed for medical appointments.

- Those that require absence from work on a regular basis to attend appointments should discuss with their supervisor in advance.

- For employees with frequent medical appointments, recording time taken as sick leave may be appropriate.

- Supervisor approval is to be obtained in advance.
WHAT CHANGES DO YOU NEED TO KNOW?

Bereavement Leave
- Five days available in the event of death of spouse or child
- Niece and nephew - one day of paid leave

Deferred Salary Leave Plan
- Application deadlines removed and language is revised to reflect a specific time period to submit application, 3 months prior to intended start in plan.
- Procedure and new application form
WHAT CHANGES DO YOU NEED TO KNOW?

Leave without Pay

- Leave without Pay – Less than 30 days
- Leave without Pay – Greater than 30 days

- Leave without pay – Greater than 30 days
  - Open to permanent or contractual employees who have a minimum of 5 years continuous service with the University
  - May be granted to pursue alternate employment where there is a demonstrated mutual benefit
  - Contractual employees should not be granted a period of leave without pay that exceeds their contract end date
WHAT CHANGES DO YOU NEED TO KNOW?

Overtime

▪️ Overtime banks will cap at 35 hours. Any hours accumulated in excess of this amount will be paid at their applicable rate.

▪️ Overtime is not available to management and professional and senior administrative management employees.
WHAT CHANGES DO YOU NEED TO KNOW?

Flexible Working Arrangements

**Arrangement options include:**

<table>
<thead>
<tr>
<th>Reduced Work Week</th>
<th>Job Sharing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Term Lateral Position Exchange</td>
<td>Revised Daily Work Schedule</td>
</tr>
<tr>
<td>Compressed Work Hours (including option to reduce lunch break)</td>
<td></td>
</tr>
</tbody>
</table>

- New Form available

Compressed Work Hours option:
- Management and Professional employees are not eligible to participate in this option
- Allows for an accrual of a total of 14.0 hours each Fall and Winter semesters
- Hours are to be utilized in the semester earned and can not be carried forward
- Program ceases during the period of summer hours
University Credit Courses

- Eligible employees can receive one day paid leave per semester for a max 21 hours per fiscal year.
- Unutilized time will be removed from the employee’s leave bank on April 30th each year.
- Available for approved courses that occur during the work day, with the expectation that time is to be worked back.
- Leave Request Form will now have “Professional Development Leave” listed as an option when utilizing time.

Addition of language on the topics of reservist leave, subrogation, secondment of employees to external organizations, and payment of leave upon termination. Revision of Permanent Sessional leave options.