TO: Senior Administrative Officers and Managers of Finance and Administration

FROM: Ms. Mary Barron, Associate Director of Human Resources

DATE: November 6, 2014

SUBJECT: CHRISTMAS/NEW YEAR’S BREAK

Again this year, members of NAPE Locals 7801, 7803/1804, and 7804/1809; CUPE Local 1615; Non-Bargaining Unit Employees; and Non-Academic Management and Professional Employees will receive two (2) additional days off between Christmas and New Years. The two (2) days must be taken during this period unless employees are required to work to meet operational requirements and essential services.

The University will remain open for the three (3) work days, December 29, 30 and 31, 2014. Employees may use one (1) day of annual vacation, accrued leave, or flex time for one (1) of these days.

Those employees who are required to work by their respective units and cannot be provided with the two (2) days off during the Christmas/New Year’s break, can bank fourteen (14) hours (sixteen (16) hours for those who work a forty (40) hour week) to be taken at a later date.

Part-time employees who would normally be required to work during the Christmas/New Year’s break will be granted time off on a pro-rated basis.

If all employees in a unit use the two (2) days plus the extra one (1) day in annual leave or other accrued leaves, then some units may choose to close for the full period between Christmas and New Years. Of course, units providing essential services and/or support services for academic staff members must continue to do so in accordance with Clause 22.12 of the MUN/MUNFA Collective Agreement.
Where a decision is made to close a unit, unit heads should notify the Division of Marketing and Communications by no later than December 5, 2014.

With regard to Leave Management Reports, please note the following guidelines:

1. Approval for vacation is, as always, subject to operational requirements. Where employees have no vacation remaining from their current fiscal year’s vacation entitlement, they may utilize vacation which has been accumulated for fiscal year 2014-2015.

2. Employees may request leave in lieu of accumulated overtime for the one (1) day. The overtime must have been previously worked and recorded with the Department of Human Resources.

3. Employees may use annual vacation, accrued leave, or flex time for the one (1) day.

Mary Barron

cc: President
Vice-Presidents