



## Leave Administration Policy FAQ

### **Q. Are there any changes to annual leave accrual amounts proposed within the Leave Administration Policy?**

A. Leave accrual amounts are not changing. However, permanent employees or contractual employees in contracts that are a minimum length of 12 months may now anticipate annual leave accrual to the end of the current fiscal year or their contract end date, whichever is shorter.

Example: Employee A is a new permanent employee who was hired on April 1, 2017. This employee is entitled to 15 annual leave days for the fiscal year and would like to take a three-week vacation in July. While employee A has not accrued all 15 days, as a permanent employee this individual can take them in advance. Employee A will not be eligible for additional annual leave days until April 1, 2018.

### **Q. How much annual leave can I carry forward each fiscal year?**

An employee may carry forward to another fiscal year a portion of unused annual leave from previous years subject to the following maximums:

- 20 Days of unused annual leave if the employee is eligible for 15 or 20 days in a year.
- 25 Days of unused annual leave if the employee is eligible for 25 days in a year.
- 30 Days of unused annual leave if the employee is eligible for 30 days in a year.

With the new Leave Administration policy, if an employee is carrying forward amounts higher than specified above, they will be provided with a notice period to utilize any excess annual leave amounts. Originally, the notice period was to expire on March 31, 2023; however, the date has been extended and will now expire on March 31, 2025.

### **Q. I have more than one-year of annual leave banked. Can I get paid out for my excess leave?**

Memorial has provided employees a notice period of seven years (originally the notice period was five years), which will end as of March 31, 2025, to utilize their excess annual leave amounts and will not be paying employees out who haven't utilized their excess leave within this period.

### **Q. Will employees lose their excess leave if they haven't used it within the notice period?**

If employees do not use their excess leave within the notice period, the excess leave will be removed. Please note, the notice period that originally was to end as of March 31, 2023, has been extended to March 31, 2025. The extension of the notice period is a result of a number of factors related to the Covid-19 pandemic, including the efforts of the university community during this period, the impact of the pandemic and the public emergency that ended on March 14, 2022.

**Q. I will be taking an extended leave of absence and won't be returning to work until after March 31, 2025. What will happen to my leave balance on April 1, 2025?**

The Leave Administration policy states that employees who are unable to use their annual leave and will therefore exceed the maximum carry forward amounts due to being on a period of unpaid leave, short or long-term disability or Workers Compensation for greater than two consecutive months will be permitted to carry any unused portion of annual leave to the following fiscal year, for use within that year.

**Q. How does the new policy impact Memorial's deferred salary leave program?**

Previously, the Deferred Salary Leave policy required interested participants to apply by January 31 in any given year, with deductions set to commence the first payroll following April 1 of that year. With the new Leave Administration policy, the deadline for application has been relaxed. Applicants can apply at any time during the year but must give at least three months-notice before they wish to begin contributing to the plan.

**Q. How does the new policy affect leave without pay?**

The previously separate Leave Without Pay policy has now been included in the new Leave Administration policy, along with related procedures.

Employees should note, periods of leave without pay of up to one year may now be granted to employees (contractual or permanent) who have a minimum of five years continuous service with Memorial. Details can be viewed within the policy.

**Q. What are the changes to workflex?**

Memorial recognizes the benefit of providing flexible work arrangements to employees. There are a number of flexible arrangements outlined within the policy. One notable change is in relation to the accumulation of compressed work hours for non-management and professional employees. To balance operational requirements, non-management and professional employees can accumulate a total of 14.0 hours in each of the fall and winter semesters. Once the limit of 14.0 hours has been reached in one semester. The hours are to be utilized in the semester in which they are earned.

**Q. What are the changes in relation to recognizing prior service for determining annual leave entitlement?**

The formerly separate Recognition of Prior Service policy has now been consolidated into the new Leave Administration policy, along with a related procedure. The new policy allows both contractual and permanent employees to apply. A list of recognized organizations is maintained on the Department of Human Resources [website](#).

When submitting an application, if the letter confirming prior service is received within 60 days of appointment, Memorial will recognize the service for annual entitlement effective to the date of appointment. An employee can request recognition for prior service at any time during their employment with the university, but if received after the first 60 days of initial appointment, recognized service will be retroactive to the date the request was received.

**Q. What does it mean that reservist leave language has been included in the policy?**

Memorial recognizes the value of reserve service and supports reservists. As a result, reserve leave has been added to the Leave Administration policy. Employees may be provided with leave without pay as outlined in the policy for related training and service. For the purposes of this type of leave, employees are exempt from the eligibility requirement of having a minimum of five years continuous service if the required leave period is greater than 30 days.

**Q. I read that unused professional development leave will be removed from an employee's leave bank on April 30 of each year. Does this mean that I have until April 29 of each year to use the previous year's professional development leave?**

Eligible employees can apply for professional development leave in each fiscal year. One day of paid leave can be taken during the academic semester(s) in which they are completing a credit course(s), for a total of 21 professional development hours per fiscal year. Any unused professional development hours will be removed as of April 30 of the following year.

**Q. Some of the points included in the new Leave Administration Policy are contrary to what is included in my union's collective agreement. What happens in these instances?**

As with any Memorial policy, in the event that policy language conflicts with collective agreement language, collective agreement language will prevail.

**Q. Were employees consulted in the development of the policy?**

A university-wide consultation of the draft policy took place from April 6 to May 12, 2017. Significant feedback was provided from the university community with a wide range of perspectives on this topic. The final policy takes into consideration this feedback as well as public sector and university practices across Canada.