

# LEAVE ADMINISTRATION POLICY

## Policy Overview

# LEAVE ADMINISTRATION POLICY

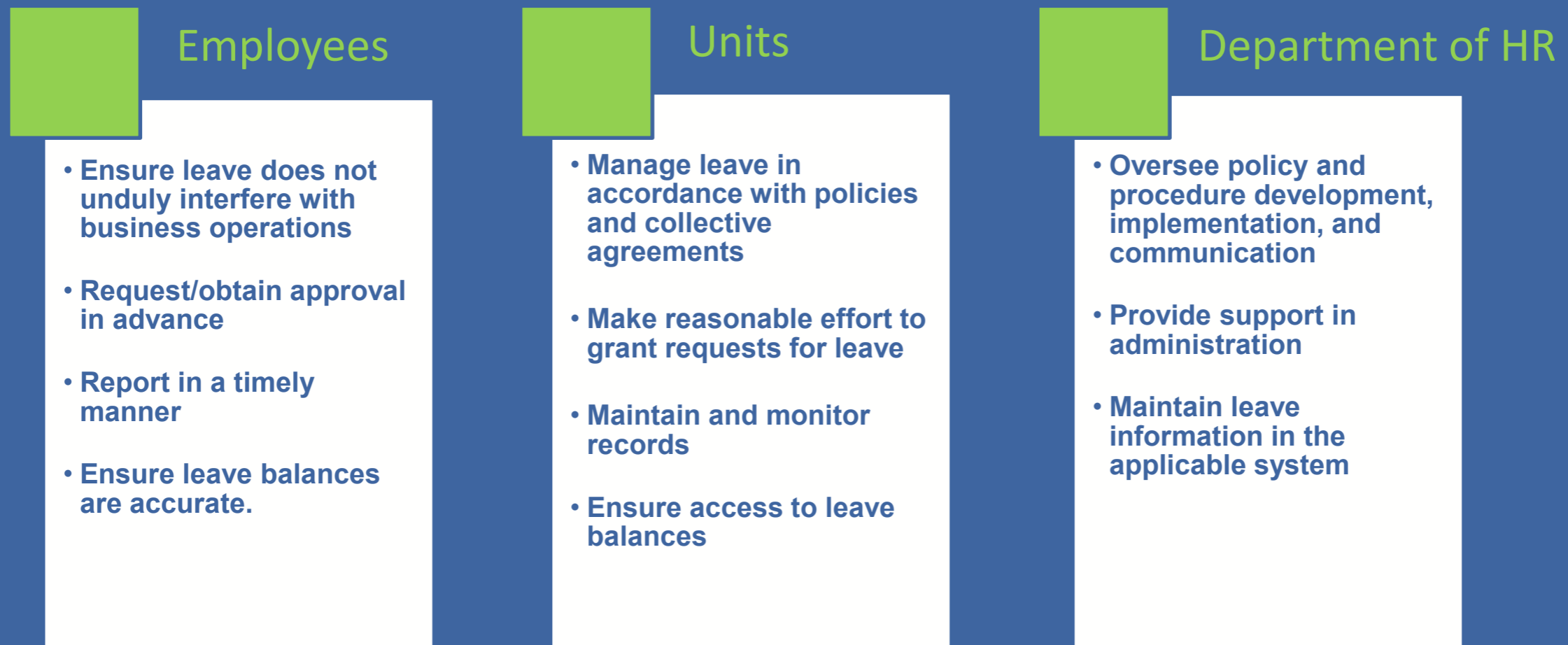
- **Approved by Board of Regents March 15, 2018 (Effective April 1, 2018)**
- **Existing related policies consolidated as part of process:**
  - **Deferred Salary Leave Program**
  - **Leave Without Pay**
  - **Recognizing Previous Service for Determining Annual Vacation Entitlement**
  - **Work Flex Program**

# LEAVE ADMINISTRATION POLICY

## Scope

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

## Roles and Responsibilities



# 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
- Seven-year implementation period (end date of March 31, 2025)

## 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:

Reduced Work Week	Job Sharing
Short Term Lateral Position Exchange	Revised Daily Work Schedule
Compressed Work Hours (including option to reduce lunch break)	

- 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

# WHAT CHANGES DO YOU NEED TO KNOW?

## 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 30<sup>th</sup> 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.**