

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
- 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:

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 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.