

Article 18.4.1 Personal Leave

Reflecting the intent of the recently negotiated collective agreement, the purpose of this document is to provide general guidelines for the implementation and application of Article 18.4.1.

Article 18.4.1 states the following:

Upon approval of the Dean, Administrative Head or designate, an employee shall be granted up to two (2) days personal leave per year (to be deducted from the employee's sick leave accrual). This leave is intended for situations that need to be attended to but may or may not normally be scheduled in advance. In emergent situations, the employee will inform their supervisor as soon as possible regarding the need to take such a leave. In non-emergent situations, the employee shall consult in advance with their supervisor to obtain approval.

Guidelines for consideration:

- 1) The intent of the Article is to provide employees with leave in urgent (unplanned) or non-emergent (planned) situations.
- 2) A pre-condition to an approved leave under this Article is that employees must have a sick leave balance to draw from.
- 3) This Article was created with the intention of allowing employees to attend to situations that are urgent, unforeseen, or are of a critical nature where it is a necessity for the employee to be present. Such situations may include a basement flood, furnace failure, house fire, etc.
- 4) In urgent situations, the employee must notify their supervisor or manager to advise of the absence prior to the employee's absence.
- 5) The Article is also intended to allow for non-urgent and planned events such as parent-teacher interviews, graduations, children's class trips, to cover the days the university is closed at Christmas, etc.
- 6) In non-urgent situations, the employee must seek and obtain approval in advance of the planned event.
- 7) A request may be denied for operational reasons.
- 8) The leave will be applied consistently across campus and reasons for the leave will not be evaluated.

- 9) In circumstances where the supervisor or manager has multiple leave requests and the operations of the unit cannot be maintained, they may evaluate the reason of the requests before approving the leave.
- 10) If an employee applies for and is approved to use these two days over the shutdown at Christmas, the employee's personal days will be exhausted for the year.
- 11) Any unused portion of the leave will not be carried over to the next year.
- 12) In order to facilitate the administration of this article, including transfers and changes of employment, you may want to consider tracking these days based on the fiscal year. An employee who transfers internally will not be disadvantaged; therefore, upon transfer into a new department, it is recommended that the employee and supervisor should discuss what personal days the employee has already taken and create a plan on how many days (if any) the employee is eligible to use in the new department's tracking year.

Contact:

If you have further questions, please contact the Consultant or Analyst for your unit.