

This is a message to all Full Time and I/O Support Staff.

As of September 1, 2018, with the extension of the Collective Agreement, there are some changes to article 12.2 that impact the way in which you can access paid leave as well as how it is to be reported and recorded in the My Absences system. Please review the new collective agreement language and process changes below.

Article 12.2.2 – Religious Leave

“Leaves of absence for religious leaves may be granted at the discretion of the College in accordance with existing human rights standards regarding accommodations, without loss of regular salary. Where leave of absence for religious reasons is denied, reasons shall be given in writing to the applicant where requested.”

Process for requesting absence - Please submit requests directly to your supervisor, with as much notice as possible. If the leave is approved, please use code “Other Paid” with the reason “Religious Leave”, when recording the absence in the “My Absences” system.

Articles 12.2.3/12.2.4/12.2.5/12.2.6 – Care for Members of your immediate family when they are ill

12.2.3

“In each year, the College shall grant to each employee up to five days of leave to care for members of the employee’s immediate family when they are ill.”

12.2.4

“For the purpose of 12.2.3, an employee’s immediate family shall mean the employee’s spouse (or common-law spouse resident with the employee), children (including children of legal or common-law spouse), and parents (including step-parents or foster parents).”

12.2.5

“Except as provided in 12.2.6 leave pursuant to 12.2.3 shall be without pay.”

12.2.6

“The employee may apply for benefits under the Short-Term Disability Plan as described in Article 8 with respect to the day or days of leave taken under 12.2.3. All the terms of Article 8, Short-Term Disability Plan, shall apply to the period of leave as if such period was an illness of the employee.”

Article 12.2.6 allows you to apply for benefits under the Short Term Disability Plan described in article 8 with respect to the day or days of leave taken under 12.2.3. Please note that you must have the days available in your sick leave bank (available in My Absences) to apply for paid leave under this article. The days used will reduce your balance.

Process for requesting absence(s) related to 12.2.3 – Please notify your supervisor directly by phone or email, giving as much notice as possible. When recording the absence(s) in the “My Absences” system please do the following:

If requesting a **paid day(s)** (banked sick days must be available), please use code “Sick” with the reason “Caring for Family Member”.

If requesting an **unpaid day(s)**, please use code “Other Unpaid” with the reason “Caring for Family Member”.

All other Short-Term Disability absences claimed under article 8 should use code “Sick” with the reason “Sick”.

To navigate to My Absences in the portal, please follow My Self Service >Time Reporting> View Time> Absence Totals.

Please see your supervisor with any questions.