

Standard Operating Procedure Human Resources

Procedures: Personal Leave for CPM Employees S.O.P Number:

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Department/Unit: Human Resources

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Unit:

A standard operating procedure describes the established steps and processes for completing specific tasks. A standard operating procedure is to be compliant with applicable collective agreements, government acts and regulations and university policies and procedures.

Task Description:

These procedures apply to personal leave as it applies to Confidential, Professional and Managerial (CPM) Employees.

Steps/Processes:

1. Eligibility

- 1.1 Full-time, part-time, full-time sessional, part-time sessional, or limited term employees are eligible for Personal leave of up to five (5) working days per calendar year.
- 1.2 Employees in the part-time, part-time sessional, temporary or limited term categories, and those who work less than twenty-four (24) hours per week will have their Personal Leave calculated on a prorated basis, determined by the percentage of full-time hours worked in a given year. For this calculation, “full-time” is deemed to be thirty-five (35) hours worked per week. Where an employee’s term of appointment is less than full time or when an employee joins the University after January 1st in any benefit year, personal leave entitlement will be pro-rated in accordance with the annual estimated number of hours to be worked expressed as a percentage of an annualized thirty-five (35) hour work week.

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2. Procedure

- 2.1 An employee may request Personal Leave to attend to matters that cannot reasonably be scheduled outside of the employee's regular working hours (examples include: religious observance, personal legal matters or other personal matters).
- 2.2 No reasonable request for Personal Leave will be denied.
- 2.3 If additional time off is required, an employee may use accrued vacation time in consultation with their supervisor.

Applicable collective agreements, government acts and regulations and university policies and procedures:

Applicable forms and related procedures:

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