



# Voluntary Personal Leave Plan 2018/19

April 1, 2018 to March 31, 2019

The Voluntary Personal Leave Plan (VPLP) allows eligible employees to take a voluntary personal leave by choosing **one of two options** for the period April 1, 2018 to March 31, 2019. All applications are subject to approval and must meet the eligibility requirements outlined below.

For the purposes of this Plan, the term *Supervisor* means a supervisor or manager who is not a member of the AUPE bargaining unit.

## VOLUNTARY PERSONAL LEAVE PLAN (VPLP) OPTIONS

### 1. OPTION 1

Five consecutive days of leave without pay. The cost of the leave without pay is distributed evenly over the plan period of 12 months (April 1, 2018 to March 31, 2019). All five days must be taken within the period of the 2018/19 Voluntary Personal Leave Plan. The scheduled days are subject to Supervisorial approval and operational requirements.

### OPTION 2

A schedule of either one full day or one half-day leave without pay for each month worked, with the cost of the day/half day deducted each month. There is no ability to alternate between full and half days during the plan period. The leave days/half-days are subject to Supervisorial approval and operational requirements.

### 2. ELIGIBILITY

2.1 Full and part-time staff in the following employee groups: Alberta Union of Provincial Employees (AUPE), Excluded Support Staff (ESS), Administrative Professional Officers (APO), Excluded Professionals (EP), and Senior Administration, as follows:

- a) Regular and Continuing staff are eligible to apply for either Option 1 or 2.
- b) Term or Project employees whose appointment commences on or before April 1, 2018 and ends on or after March 31, 2019 are eligible to apply for either Option 1 or 2.
- c) Sessional employees are eligible to apply for Option 2 only.
- d) Applications from probationary employees may be considered on a case-by-case basis.

2.2 The following employees are NOT eligible:

- a) Employees who have scheduled a leave without pay greater than one (1) month during the plan period (maternity leave, educational leave, etc.).
- b) Employees with excessive vacation accrual (as defined in the Vacation Management Policy) at the time of application.
- c) Employees with Compensatory Time Off (CTO) banks in excess of 5 days at the time of application.

### 3. VOLUNTARY PERSONAL LEAVE PLAN DEDUCTIONS

#### 3.1 OPTION 1

- a) The deduction for each pay period is 1.92%, applied to salary earned.
- b) VPLP is deducted in equal amounts over the Plan Period (April 2018 to March 2019).

#### OPTION 2

- a) VPLP deductions will be made each pay period.



- 3.2 VPLP deductions do not apply to overtime earnings.
- 3.3 Pensionable earnings are not affected by the VPLP.
- 3.4 Canada Pension Plan, Employment Insurance, and Tax deductions are calculated on salary less the Voluntary Personal Leave Plan Deductions.

#### 4. APPLICATIONS

- 4.1 Applications can only be made using the application form: Voluntary Personal Leave Plan—2018/19
- 4.2 Completed applications are first submitted to the employee's Supervisor.

#### 5. APPLICATION DEADLINES

- 5.1 Staff members submit applications for approval to their Supervisors no later than **4:00 pm, March 9, 2018.**
- 5.2 Supervisors forward approved applications to the applicable Associate Vice-President (AVP), Dean, University Librarian or Executive Director no later than 4:00 pm, **March 16, 2018.**
- 5.2 The AVP/Dean/University Librarian/Executive Director forwards approved applications to their respective Human Resources Consultant no later than **4:00 pm, March 23, 2018.**
- 5.3 Human Resources Consultants forward approved applications to Payroll, with a copy to the Supervisor, no later than **4:00 pm, March 30, 2018.**

#### 6. APPROVAL

- 6.1 To ensure eligibility and that operational needs of the department are met, all applications are subject to approval by the Supervisor and the applicable AVP/Dean/University Librarian/Executive Director.
- 6.2 Approved applications must meet the eligibility requirements set out in the ELIGIBILITY Section (2).
- 6.3 Once approved, the decision to participate in the Plan is irrevocable.
- 6.4 Once the process is complete, the Supervisor will inform the applicants as to whether or not the application has received final approval.

#### 7. OTHER IMPORTANT INFORMATION

- 7.1 Any leave days not taken before the end of the Plan Period are *forfeited* and cannot be carried forward or reimbursed.
- 7.2 For Option #1, all five (5) days must be consecutive and taken during the Plan Period.
- 7.3 If the base salary changes during the plan period there is no reconciliation. The monthly deduction applies to the base salary received at the beginning of the plan period.
- 7.4 Neither the system nor Human Resources tracks the time off for VPLP. Any tracking must be done by the Supervisor and the employee as time off for VPLP is not recorded on timesheets.
- 7.5 Staff shall not be allowed to work overtime during the week prior to the VPLP and the week after taking the VPLP leave.
- 7.6 For Option #1, if employment terminates before March 31, 2019, the cost of the leave for the remaining months will be deducted from the employee's final pay.

#### 9. QUESTIONS?

Please contact your Supervisor or your Senior Human Resource Consultant.



## APPLICATION for VOLUNTARY PERSONAL LEAVE PLAN 2018/19

EMPLOYEE INFORMATION	
LAST NAME	FIRST NAME
EMPLOYEE ID#	
DEPARTMENT	
SUPERVISOR	

I hereby provide confirmation of my application to participate in the Voluntary Personal Leave Plan 2018/19. In accordance with the terms of the Plan, I understand that (please check the option you are choosing):

**For Option #1**

- 
- A Personal Leave Deduction of 1.92% will be deducted from my base pay as per the Plan information;
  - I understand that the deductions will be made each pay period over the 12-month period of April 1, 2018 to March 31, 2019;
  - I understand that if my employment terminates before March 31, 2019, the cost of the leave for the remaining months will be deducted from my final pay;
  - I will take five consecutive days of personal leave during the period April 1, 2018 to March 31, 2019, and I understand that there will be no carry forward or reimbursement of personal leave days not taken by March 31, 2019;
  - I have provided a proposed schedule for the leave days. The proposed schedule is subject to the approval of my Supervisor and AVP/Executive Director/Dean/University Librarian (as appropriate);
  - My decision is irrevocable.

**For Option #2**

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- I understand that the deductions will be made in each pay period for which the day or half day leave was taken.
  - I will schedule the leave days by mutual agreement with my Supervisor and AVP/Executive Director/Dean/University Librarian (as appropriate);
  - My decision is irrevocable.

<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>
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**APPROVAL**

SUPERVISOR	
NAME	TITLE
SIGNATURE	DATE

AVP/EXECUTIVE DIRECTOR/DEAN/UNIVERSITY LIBRARIAN	
NAME	TITLE
SIGNATURE	DATE

For Payroll Use Only				
Position Number	Earn Code	Monthly Amount	Start Date	End Date

Human Resources Consultant	
NAME	TITLE
SIGNATURE	DATE

**DISTRIBUTION:**

- Original to Human Resources
- Copy to Employee
- Copy to Supervisor
- Copy to AVP/Executive Director/Dean/University Librarian



## Part 2 – Proposed Schedule Voluntary Personal Leave Plan 2018/19

### OPTION 1 - Proposed Schedule of Leave Days (5 Consecutive Days)

<b>Employee Name</b>	<b>Supervisor</b>
<b>Beginning Date</b>	<b>Ending Date</b>

### OPTION 2 – Proposed Schedule of Leave Days

	Leave Day Date	1/2 Day (am or pm)	Full Day
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			