



AUPE/EXEMPT EMPLOYEE ILLNESS REPLACEMENT FUNDS

Effective: March 1, 2016

Prepared by:	Elaine Carlson	Associate VP (HR & Administration)
	Carrie Takeyasu	Associate VP (Finance)
	Barb Thomsen	Manager, Pension & Benefits
	Marnie Sawa	Director, Resource Planning
	Nancy Pastoor	Senior HR Consultant

PURPOSE

Operational departments have access to a fund to assist with replacement costs when a benefited employee is off ill for an extended period (more than one month).

BACKGROUND

Prior to September 2012, each request for access to these funds was reviewed by the Associate Vice-President (HR & Administration) and the Manager, Pension and Benefits. The Manager, Pension and Benefits, verified the replacement employee's hours and then calculated the cost before approving a budget transfer prepared by Financial Planning - a very time-consuming series of tasks.

The process effective September 2012 put the responsibility for budget management and policy/plan compliance back in the hands of the Department Manager. Due to the implementation of the new Budget Model in 2014-15, changes are required to update the eligibility on usage of these funds.

PROCESS

The Department Manager must ensure that the designated activity code -149- is used on the Payroll Authorization Form (PAF) for the replacement employee, which would signal that these costs qualify for replacement funds. This activity code is only to be used:

- i. if the employee is a replacement for an existing AUPE or ESS employee who is on an approved illness leave; and
- ii. the employee's position is funded from Operating Funds, specifically fund codes 11005 or 11020; and
- iii. The employee's single occurrence illness leave must have exceeded one month before the replacement funds can be accessed. The Department funds the replacement for the first month of leave; illness replacement funds are available only for the second month of leave onward.

DEPARTMENT MANAGER

The Department Manager is responsible for ensuring that the replacement fund activity code -149- is NOT used:

- i. To replace employees who are off sick for one month or less, single illness;
- ii. For employees who return to work with modified hours/schedules;
- iii. To pay for additional staff rather than replacement staff. Note: the replacement staff need not be paid at the same grade or level depending on the level of work assigned.
- iv. To replace employees who are on maternity/parental leave, leave with or without pay, WCB, or LTD. The funds can only be accessed to replace employees who are off on approved illness leave for a period greater than one month and less than the LTD time frame.
- v. If the replacement employee is performing less than 50% of the absent employee's duties.



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FINANCIAL SERVICES

Financial Services is responsible for transferring budget on a timely basis to cover the replacement costs, provided the activity code -149- was used appropriately and funds are available.

Financial Services is also responsible for alerting the AVP (Finance) if there are insufficient funds to cover the replacement costs.

In rare circumstances, restrictions on eligibility may be modified for safety reasons or to meet statutory requirements. Such exceptions require the express permission of the Director of Resource Planning, Financial Services or the AVP Finance, in consultation with the AVP (HR & Administration), prior to any fund transfers.