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Name:	Personal Leave Day Policy – Administrative, Professional and Confidential Staff, and APC Contract Staff
Policy Number:	6-2020
Origin:	Human Resources
Approved:	2020-10-29
Issuing Authority:	Vice-President, Finance & Administration
Responsibility:	Senior Director, Human Resources
Effective Date:	2021-JAN-01
Revision Date(s):	

Personal Leave days provide employees with authorized paid leave from work for the purpose of attending to personal business and emergency situations.

A. ELIGIBILITY:

All regular full-time and regular part-time Administrative, Professional and Confidential (APC) Staff, APC Sessional and APC Contract Staff are eligible for Personal Leave days.

1. Personal Leave Day Duration:

One Personal Leave day is granted each calendar quarter (Q), as outlined below. Personal Leave days may be taken as half days or full days.

- Q1: January, February, March
- Q2: April, May, June
- Q3: July, August, September
- Q4: October, November, December

B. Roles and Responsibilities in applying for Compassionate Leave:

Employee Responsibilities:

- Employees shall provide notification of such a leave as soon as possible prior to the leave.

Department (Immediate Supervisor and/or Director/Department Head):

- Immediate Supervisor and/or Director/Department Head are responsible for tracking and reporting their Employees Personal Day Leave.
- Immediate Supervisor and/or Director/Department Head are responsible for ensuring Employees follow the policy with respect to one personal leave day per quarter.

C. Carryover

Personal Leave days do not carryover. If an Employee does not use a Personal Leave day in the quarter the day does not carry over to a future quarter. Untaken Personal Leave days will not be paid out upon termination.