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| PARKLAND COLLEGE  | CATEGORY D         | PERSONNEL AND EMPLOYEE RELATIONS       |
| LEAVES OF ABSENCE | POLICY #: OPR D-04 | APPROVED: OCTOBER 9, 2012<br>REVIEWED: |

Leaves of Absence for employees (Executive and in-scope), will be determined according to the articles of the Collective Bargaining Agreement pertaining to leaves of absence as stated below. Current Collective Bargaining Agreements will take precedence in the case of any discrepancy between Parkland College Policy and the Collective Agreement. The following types of Leaves shall be referenced as follows:

- **Designated Holidays:** Designated statutory holidays will be administered in accordance with the current Collective Bargaining Agreement, **Article 14 Designated Holidays**, with the following addition:

Christmas Break:

- Three additional paid days will be granted to all employees during the Christmas break. These days will be the three working days between the Boxing Day and New Year’s Day statutory holidays. Part-time employees will be paid for these days on a pro-rata basis.
- Employees must use Vacation time, Earned Day Off (EDO) time, Time off in Lieu (TOIL) or Management time for the two working days that the College is closed before Christmas.

- **Instructors and February Family Day Statutory Holiday:**

- As per Article 9.3.3 of the Collective Agreement, instructors will be paid for the February designated holiday called “Family Day”.
- This applies to instructors, employed during this time period, **who are scheduled to work on this Monday**. This only applies to in-scope instructors. Payment will be based on a regular instructor work day.
- This does not include instructors who are not in-scope or **who are not scheduled to work on Mondays**.
- This payment will be completed for the March pay run.

**IMPORTANT for Supervisors: (for full time instructors only)**

1. Contracts: Please ensure you add one (1) additional day to the contract request to include the day/payment for this designated holiday.
2. Time Records: Please ensure the instructors mark their time for this day in February each year as a designated holiday.

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- **Sick Leave:** Sick Leave will be administered in accordance with the current Collective Bargaining Agreement, **Article 15 Sick Leave**, with the following addition:
  - It is Parkland College policy that all employees absent from work due to illness shall inform his or her direct supervisor to report the absence, as soon as reasonably possible. If the direct supervisor is unattainable, it is the duty of the employee to inform the next line authority.
  
- **Leaves Without Pay:** Leaves without pay will be administered in accordance with **Article 17.2 Leaves Without Pay** as stated in the current Collective Bargaining Agreement.
  - **General Leave:** General leaves of absence will be administered in accordance with the current Collective Bargaining Agreement, **Article 17.2.2 General Leave**, and the **Parkland College Guidelines for Granting Leaves of Absence:**

Parkland College recognizes the need for providing flexible employment and flexible work arrangements to accommodate staff whenever possible, within operational requirements. The Collective Bargaining Agreement clearly defines paid leaves of absence including Family Leaves, Sick Leaves, Pressing Necessity, Long Term Disability Leaves, and also defines a Deferred Salary Plan.

The guidelines below are intended to address unpaid General Leaves of Absence, both definite and indefinite as described in Article 17.2.2, and including unpaid educational leaves. In order to ensure fairness and transparency in the consideration of general leave requests, the following guidelines will be applied:

1. All Leave of Absence granted will be in accordance with Article 17 of the Collective Bargaining Agreement. Benefits earned during a Leave of Absence will be those as described in the agreement.
2. Parkland College will consider granting a Definite General Leave of Absence without pay for valid reasons during an employee's tenure with the College. These leaves shall not exceed more than one calendar year.

Requests for Definite General Leaves of Absence must be made in writing to the President.

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Approval for such requests will be measured against the following criteria:

- a) Potential benefits or advantages to the College;
- b) Potential effect on organizational requirements, and impact on the operational requirements of the campus and staff affected;
- c) Potential difficulty in replacing the position on a temporary/term basis;
- d) Potential adverse effect on students/clients of the College.

Subsequent or additional requests to extend Definite General Leave of Absence will not normally be approved.

- **Deferred Salary Leave:** Deferred salary leaves will be administered in accordance with **Article 17.3 Deferred Salary Leave Plan**, as stated in the current Collective Bargaining Agreement.