

Personal Leave Guidelines for Professional & Managerial (PM) Staff

Note: These guidelines supplement the current Professional & Managerial (PM) staff *Hours of Work, Vacations and Leaves* policy [3.01.07].

Work Scheduling

Professional & Managerial staff are responsible for arranging their work schedules in order to accommodate both their obligations to the University and their personal needs.

It is expected that Professional & Managerial staff, in consultation with their supervisor, will schedule their work, personal leave time and vacations in a flexible manner which best suits the operational needs of the department/ division and the individual circumstances of the staff member.

Time Off for Personal Reasons

While the *Hours of Work, Vacations and Leaves* policy does not quantify the number of days off to accommodate personal needs, the following should be used as a general guideline for Professional & Managerial staff and their supervisors in managing paid time off for personal reasons.

The purpose of this guideline is for both Professional & Managerial staff and their managers to be aware of their right to take paid leave days, to understand the University's expectations regarding these leaves and to have guidance as to when a Professional & Managerial staff member's leaves might be viewed as exceeding the paid time off expected of employees in this category.

In cases where the Professional & Managerial staff member requires time off in excess of the general guideline, they should discuss this with their supervisor who shall consider whether to approve the request.

a) Personal Leave (Family/Floating Leave)

It is recognized that Professional & Managerial staff may from time to time require time away from work for personal reasons including, but not limited to, care of family members, the observance of religious holidays, professional appointments, moving, supplementing a bereavement leave, and attending to emergency situations. Professional & Managerial staff may be granted personal leave days for this purpose. Five (5) days of paid personal leave per year should be used as a guideline number.

b) Non-Birth Parent Leave

Five (5) days of paid leave should be considered the guideline number of paid personal leave days for a non-birth parent upon the birth or adoption of a child. A leave will only be considered to be Non-Birth Parent Leave if it is taken within the first month following the birth or an adoption of a child. (Note: This leave is separate from any entitlements under the Primary Caregiver or Parental Leave policies.)

c) Bereavement Leave

Professional & Managerial staff may take paid bereavement leave in the event of the death of an employee's spouse or same-sex partner, children (including step-children), grandchildren, parents, parents-in-law, sibling (including step-sister, step-brother), brother-in-law, sister-in-law, and grandparents or for the death of a person whose relationship is not defined above, the impact of which is comparable to that of the immediate family, for example, close friend.

Five (5) days should be considered as a general guide for paid bereavement leave.

Absence Recordkeeping

Departmental records should be maintained using the HRIS Absence Tracking System and should indicate days of absence and the absence type.

Contact for More Information

Questions concerning the *Hours of Work, Vacations and Leaves* policy and/ or the Guidelines should be directed to your Divisional HR Office.

NOTE: As a minimum, the University will grant the leaves of absence entitlements as provided for under the *Employment Standards Act* of Ontario.

Effective September 27, 2023