

Personal Leave Guidelines for Senior Research Associates and Research Associates (Limited Term)

Note: These guidelines supplement the Hours of Work policy (3.01.08) for Senior Research Associates and Research Associates (Limited Term)

Work Scheduling

Senior Research Associates and Research Associates (Limited Term) 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 Senior Research Associates and Research Associates (Limited Term), 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 unit and the individual circumstances of the staff member.

Time Off for Personal Reasons

While the Hours of Work policy does not quantify the number of days off to accommodate personal needs, the following should be used as a general guideline for Senior Research Associates and Research Associates (Limited Term) and their supervisors in managing paid time off for personal reasons.

The purpose of this guideline is for both staff members and their supervisors 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 staff member's leaves might be viewed as exceeding the paid time off expected of employees in this category.

In cases where the 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

It is recognized that Senior Research Associates and Research Associates (Limited Term) 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. Senior Research Associates and Research Associates (Limited Term) 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 Leave or Parental Leave policies.)

c) Bereavement Leave

Senior Research Associates and Research Associates (Limited Term) 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

Records of personal leave absences should be maintained within the unit.

Contact for More Information

Questions concerning the Hours of Work policy and/ or these Personal Leave 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