

**Authorised Paid Leave Policy**

<b>POLICY NUMBER:</b>	2018-04-002
<b>TITLE OF THE POLICY:</b>	Paid Leave Policy
<b>DATE OF ADOPTION:</b>	April 2018
<b>SUPERSEDES:</b>	Policy Numbers 2015-14-POL-HRA_NA; 2015-15-POL-HRA_NA; 2015-16-POL-HRA_NA; 2015-17-POL-HRA_NA; 2015-18-POL-HRA_NA; 2015-20-POL-HRA_NA; 2015-21-POL-HRA_NA
<b>DATE OF IMPLEMENTATION:</b>	April 2018
<b>PROJECTED DATE OF REVISION:</b>	May 2020
<b>ACCOUNTABILITY:</b>	Vice President Human Resources
<b>APPENDICES:</b>	See relevant Leave Application forms

**1.0 Preamble/Introduction**

The University will grant leave with pay in special circumstances. Apart from vacation leave, there will be no entitlement to such leave as of right, nor will such leave be cumulative in the sense that it can be carried over into another year. The granting of leaves is always subject to the exigencies of the University.

Payment may be at full or partial salary and the length of time (where not otherwise stipulated) will depend on the merits of the application.

Paid leave, when granted, will be influenced by the employee’s length of service, proven loyalty, the needs of the University, and the merits of each application.

Recommendations for paid leave which do not exceed the normal limits as outlined in this policy will normally be made by the President and/or Vice-Presidents. [However, in the case of Study Leave, the decision will be in accordance with the relevant study leave policy.]

Temporary or part-time employees will not normally be eligible for paid leave. In the case of employees on contract (including month-to-month appointees), or on secondment, special conditions may apply under their terms of service`

**2.0 Purpose and Scope**

The Policy applies to all full-time employees at the University and provides guidance for the the application of Authorised paid leaves.

## **TYPES OF PAID LEAVE**

### 3.1 Sick Leave

- 3.1.1 The University will grant Sick Leave from time to time when an employee is ill or incapacitated to a degree that he/she is unable to perform his/her duties.
- 3.1.2 For full-time employees such leave shall not exceed twenty-two (22) working days on full pay per calendar year (administrative faculty and staff) and twenty-two (22) working days per academic year (in the case of faculty). Sick leave is non-cumulative.
- 3.1.3 Provided that there is reasonable prospect of eventual recovery, supported by medical certificates, sick leave in excess of twenty-two (22) working days may be granted on full pay to the extent of any full-pay leave due. After the exhaustion, of sick leave, or all full-pay leave due, (including vacation leave) seven-eighths salary may be granted for periods up to an inclusive total of six months' absence from duty. In the event of more than six months' incapacity, sick leave on half pay may be granted up to a maximum of a further six months.
- 3.1.4 Any employee who exhausts his entire eligibility for sick leave on full, seven-eighths, and half-pay may be declared by the University as being medically unfit for continued service.
- 3.1.5 An employee who is on extended sick leave may at any time be required by the University to submit himself/herself for medical examination by an approved medical practitioner for the purpose of determining if there is a reasonable prospect of eventual recovery.
- 3.1.6 Where an employee is on extended sick leave at the end of a calendar year, (academic year for faculty), he/she will not be eligible for full pay leave in respect of the ensuing year unless and until he/she returns to active duty.
- 3.1.7 The University shall grant up to two (2) consecutive working days sick leave for permanent employees without requiring the submission of a medical certificate up to an aggregate of eight (8) working days in a calendar or academic year as relevant.
- 3.1.8 The University reserves the right upon giving prior notice, if the circumstances warrant it, to require an employee to produce a medical certificate after repeated absences even if he/she has been absent for less than two (2) days in any one month. Any sick leave granted under this section will be deducted from the total sick leave eligibility, full-pay to be affected first.

- 3.1.9 In the case of Sick Leave extending beyond two (2) consecutive working days in any one month the employee must furnish the University with a statement from his/her physician stating that the employee is medically unfit to perform his normal work duties during the days in question.
- 3.1.10 In cases where the employee is returning from sick leave but must work in a limited capacity, the physician's statement must clearly state the work limitations. No employee will be allowed to resume work until the above requirements are fulfilled.
- 3.1.11 In the case of absence due to illness, the employee must immediately upon his/her return to duty, report to his/her Immediate Supervisor or Unit Head.
- 3.1.12 Where an employee becomes seriously ill and requires more than the maximum sick leave entitlement and where such an employee has not used more than twenty-five percent (25%) of his/her sick leave entitlement over five (5) consecutive years prior to the period of illness, a special extension to the normal sick leave entitlement will be considered in the light of the employee's previous good health. The employee's entire record will be reviewed.

## **3.2 Industrial Accident**

- 3.2.1 Any absence from duties through injuries sustained on the job where covered by a doctor's certificate, shall not be deducted from the employee's sick leave or vacation entitlement, unless such injuries are intentionally or negligently inflicted.
- 3.2.2 The employee is responsible for reporting immediately, or as soon as is practicable, the reason for his/her absence to his/her Immediate Supervisor or Unit Head. A doctor's certificate indicating that the employee is unable to work must be forwarded immediately by the employee, through the Immediate Supervisor or Unit Head, to the Human Resources Department when an absence extends over the two working days.
- 3.2.3 In any case of absence due to illness, the employee must immediately upon his/her return to duty, report his/her return to his/her Immediate Supervisor or Unit Head.
- 3.2.4 The Human Resources Department will maintain a central record of all absences and will ensure that proper documentation is received.
- 3.2.5 Unless absence from duty through involuntary accident or illness is covered by an acceptable explanation (for a period less than two days), or by admission to

hospital, or by an appropriate medical certificate, it will be treated as absence without permission and it will be absence without pay.

### **3.3 Special Leave**

- 3.3.1 At its discretion, the University may grant leave of absence with or without pay in special circumstances, up to ten (10) working days per annum/academic year.
- 3.3.2 Discretionary paid and unpaid leave of absence, when granted, will be based on the employee's length of service, satisfactory performance rating, proven loyalty, and the merits of each application.

### **3.4 Compassionate Leave**

- 3.4.1 In the death of a family member, the University may grant the employee leave without loss of pay, as follows:

Familial Relationship	Up to a maximum Number of days per annum/academic year
parent, grandparent, parent-in-law, foster parent, spouse, life partner, child, son-in-law, daughter-in-law, sibling, legal dependent, or grandchild, step parent, step child	Six (6) days
sibling-in-law, uncle, aunt, niece, nephew	Four (4) days

- 3.4.2 The fact of death in the family as referred to in this clause does not entitle an employee to absence of six (6) or four (4) days with pay, but only for such period aside from the day of the funeral as is necessary to travel to make requisite arrangements. In exceptional circumstances the University may consider extending the maximum leave.
  - 3.4.2.1.1 An additional two (2) days of paid leave may be granted where travel is necessary.
  - 3.4.2.1.2 The Employer reserves the right to request evidence to confirm the relationship to the deceased.

### **3.5 Political Leave**

- 3.5.1 Upon written request, after ratification, an employee may be granted unpaid leave of absence to be a candidate in national elections.
- 3.5.2 Normally, employees shall give at least three-months notice for such leave.
- 3.5.3 An employee may have up to six (6) months of unpaid leave prior to a national election.
- 3.5.4 Any Employee elected or appointed to Parliament may either choose to resign from the University or opt for unpaid leave of absence with no loss of rank/level.
- 3.5.5 The employee who is unsuccessful in his/her bid for election is entitled to assume their position after the election. He/She must resume duties within one (1) month after the election.

### **3.6 Union Leave**

- 3.6.1 The University acknowledges the necessity of providing tangible relief to members of the Union for training, negotiations, and other union related activities to complete their union obligations.
- 3.6.2 Leave for such obligations may be granted for up to fifty (50) working days per annum/academic year, with verification, for the collective use by union members. The number of union members to be released on each occasion is subject to the discretion of the employer, having regard to the requirements of the operation.
- 3.6.3 An employee elected to permanent office in a Union who requires paid leave of absence for the purpose of the Union's business may request such paid leave for a period not exceeding three (3) months in any one year, subject to the demands of the University and the availability of a suitable replacement. The period for which such paid leave is granted may be extended at the University's discretion if the circumstances warrant.
- 3.6.4 An employee elected to an Executive Office in a Union which requires unpaid leave of absence for the purpose of the Union's business shall be granted such leave upon request.
- 3.6.5 Any employee selected as a delegate to any labour or industrial relations activity pertaining to the affairs of the Union necessitating absence from duty may be granted up to a maximum of three (3) months paid leave of absence subject to the demand and requirements of the service.

- 3.6.6 Any such paid leave of absence will not be granted to more than three employees in a bargaining unit at any one time.
- 3.6.7 Any employee nominated by the Union for educational purposes shall be granted leave of absence for a period of not more than three (3) months. Payment for the leave granted under this section will be at full pay; but only two (2) persons will be allowed off per annum/academic year.
- 3.6.8 Request for leave must be made in writing to the employer at least three (3) months in advance of the effective date of the requested leave.
- 3.6.9 An employee returning to work after the aforesaid paid or unpaid leave granted under this clause shall be:
  - 3.6.9.1 Returned to his/her former position, or in the event the position is no longer available, to a similar position in line with his/her ability and previous experience.
  - 3.6.9.1.1 Returned to the salary level that he/she would have been paid had he/she not been granted such leave of absence.

### **3.7 Voting Leave**

- 3.7.1 Employees voting in a National Election are entitled to time-off from work with pay for a duration of two (2) hours, in addition to the normal lunch hour.
- 3.7.2 Employees who are members of unions voting in the Union's election are entitled to time-off from work with pay for a duration of two (2) hours, in addition to the normal lunch hour.
- 3.7.3 For scheduling purposes, time off to vote shall be made with the Immediate Supervisor or Unit Head at least two (2) days prior to the Election Day.

### **3.8 Maternity Leave**

- 3.8.1 Female employees are eligible for fourteen (14) weeks paid maternity leave after one (1) year of full time service.
- 3.8.2 No paid maternity leave shall be granted more than once every two (2) years.
- 3.8.3 Where an employee has exhausted all Maternity leave, she may qualify for sick leave or unpaid leave, provided a medical report is presented, indicating that the employee is unfit for work.

- 3.8.4 Temporary, part-time and contract staff and faculty (excluding month-to-month appointees) will not normally be eligible for paid maternity leave.
- 3.8.5 Shift employees may be allowed to work days only, during the last two (2) months before commencing leave and first two (2) months upon return to work.
- 3.8.6 Increments and performance evaluations shall not be adversely affected by maternity leave.
- 3.8.7 An employee returning from Maternity Leave shall have the same job classification that she had prior to Maternity Leave unless otherwise agreed by the employee with the Immediate Supervisor or Unit Head.
- 3.8.8 Employees on Maternity Leave shall be paid in accordance with the provisions of the National Insurance Act.
- 3.8.9 For full-time employees, the following procedures will apply:
  - 3.8.9.1 Employees shall submit to the Human Resources Department through Immediate Supervisor/Unit Head written notices of the date of the expected confinement as soon as pregnancy is confirmed.
  - 3.8.9.2 Employees shall also submit at this time an application of maternity leave along with a doctor's statement confirming the expected date of confinement.
  - 3.8.9.3 At the end of the approved leave, a medical certificate of fitness shall be submitted by the employee to the Human Resources Department. If this certificate states unfitness to resume service, the employee shall be eligible for sick leave entitlement or unpaid leave.
  - 3.8.9.4 In the event of complications or illness occurring any time prior to the expected date of delivery, the employee shall submit a medical certificate, together with an application for maternity leave if this is relevant.
  - 3.8.9.5 Although accrued vacation may be taken along with maternity leave, no sick leave entitlement will be added.

### **3.9 Paternity Leave**

- 3.9.1 All male employees shall be eligible for a continuous period of four (4) weeks of paid Paternity Leave after one (1) year of full-time service.

- 3.9.2 If additional time is required beyond the four (4) weeks paid leave, vacation, special or unpaid leave may be considered.
- 3.9.3 Normally, Paternity Leave at full pay shall not be granted more than once every two (2) years.
- 3.9.4 To claim full benefits, employees shall submit to the Human Resources Department through their Immediate Supervisor or Unit Head:
  - 3.9.4.1 A letter requesting Paternity Leave acknowledging paternity.
  - 3.9.4.2 A Medical Practitioner's report confirming the pregnancy and the expected date of birth.
  - 3.9.4.3 After the birth of the child, the employee shall forward a copy of the birth certificate to the Human Resources Department.

### **3.10 Adoption Leave**

- 3.10.1 Employees are eligible for paid adoption leave after one (1) year (12 months) of full-time service. Documentation providing evidence of the adoption should accompany the application for the Leave.
- 3.10.2 Normally, Adoption Leave at full pay will not be granted more than once every two (2) years. However, employees with eight (8) or more years of service who have not previously been granted paid adoption leave may be considered for Adoption Leave at full pay once every three (3) years.
- 3.10.3 Employees who adopt a child are entitled to six (6) weeks of Adoption Leave.

### **3.11 Casual Leave**

- 3.11.1 Employees who are not eligible for overtime pay may, subject to the exigencies of the University, be granted Casual Leave at the discretion of the President or respective Vice-President.
- 3.11.2 Casual Leave may not be added to Vacation, Sick Leave or Compassionate Leave.
- 3.11.3 Normally Casual Leave will not extend beyond three (3) days, in any one month up to a maximum of 12 days in any one calendar/academic year and shall not include weekends.
- 3.11.4 Application must be made on the approved form through the employee's Immediate Supervisor or Unit Head.

