

POLICY

Policy Title	Voluntary Unpaid Leave
Policy Holder	Organizational Effectiveness
Policy Approver(s)	Senior Team
Related Policies	
Related Procedures	
Appendices	
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	February 19, 2019
Next Review Date	

Purpose

To provide employees an opportunity to take additional time off that assists the College in achieving measurable in-year cost savings (i.e. the employee is not replaced during their leave days).

Scope

Governing Laws and Regulations

Policy Statements

1. Plan Details

- 1.1. The plan will provide for five days of leave for four days of pay reduction.
- 1.2. The plan will be effective on a fiscal year basis, from April 1 to March 31. The College may amend or withdraw this Plan prior to the beginning of a fiscal year.
- 1.3. The plan is available to all full-time employees (faculty, administrative and support staff).
- 1.4. Participation is strictly voluntary.
- 1.5. ***Only leaves where the employee will not be replaced (including part-time replacement) will be approved.***

- 1.6. Leaves will be approved only where there is a cost saving to the College and operational demands allow the time off. Project backlogs are considered operational demands.
- 1.7. Leaves will not be approved where an employee has a backlog of overtime or vacation hours.
- 1.8. The days will be scheduled at any mutually agreed upon time within the fiscal year but must be taken prior to March 31 of the fiscal year to which the pay reduction applies. Days not used as of March 31 will be repaid to the employee at the rate of pay at which the reduction was made.
- 1.9. The four days' pay reduction may be spread over a maximum of 26 pay periods, commencing any time after April and ending in March, or deducted as a lump sum payment.
- 1.10. *There is no negative impact to an employee's pension.* All employee benefits will be maintained during the unpaid leave days and pension contributions will be based on deemed earnings. Normal cost sharing provisions will apply for pension and benefits.
- 1.11. Seniority and service will be maintained during the unpaid leave days.
- 1.12. Employees with unused vacation balances are ineligible unless a specific plan is outlined and reviewed by the immediate supervisor and the supervisor's supervisor. All requests from employees with unused vacation balances will also be reviewed by the Executive Director, Organizational Effectiveness.

2. To Apply

Interested employees must submit an application form to their immediate supervisor for approval.

3. Notification

The immediate supervisor will notify the employee as to the approval or denial of their application. Approved applications will be forwarded by the immediate supervisor to payroll for processing. Denied requests will be forwarded by the supervisor to his/her supervisor for information.

Non-Compliance

Revision History

Version	Change	Author	Date of Change