

 <p><b>Confederation</b> COLLEGE</p> <p><b>BUDGET OPERATING PRACTICE</b></p>	Number: 2-5-01	# of Pages: 2
	Originator:	Financial Services
	Approved By:	Strategic Leadership Team
	Replaces:	June 20, 2013
	Effective Date:	July 11, 2013 (addition of exemptions)
<b>FULL TIME SALARY SAVINGS</b>		

### 1. PURPOSE

The College will centralize salary savings resulting from fulltime employee absences due to long term disability, leaves and vacancies.

### 2. PRINCIPLES

- 2.1 Departmental budgets will be used to pay for casual sick days taken by all employees.
- 2.2 Departmental budgets will be used for short term disability taken by all employees. Replacement costs for employees on short term disability and replacement costs, over and above department budgets for maternity/parental leave, will be charged to the Central Sick Leave account. The Executive Director, Strategic Planning & Organizational Development will authorize the use of the Central Sick Leave account.
- 2.3 Departmental budgets will be decreased by the salary equivalent of the fulltime employee on long term disability. Replacement costs for employees on long term disability must be requested using the In-year Strategic Initiatives form (Appendix A).
- 2.4 Departmental budgets will be decreased by the salary equivalent of the fulltime employee vacancy. Replacement costs for employee vacancies must be requested using the In-year Strategic Initiatives form (Appendix A). When a request is approved the salary equivalent will be transferred to the department's budget.

### 3. PROCESS

- 3.1 On a monthly basis, Payroll and Finance staff will review staffing changes that occurred in the previous month and adjust departmental budgets by the amount of salary savings realized from employees on LTD and as a result of staff vacancies.
- 3.2 Deans and Directors will be advised of the adjustment to their budgets.
- 3.3 When a vacancy is staffed or an employee returns from LTD or maternity/parental leave the salary will be restored to the departmental budget.

### 4. EXEMPTIONS

Savings cannot be recovered from operations that are eligible for cost recovery (e.g. Northwest Employment Works and Literacy and Basic Skills).

**5. CENTRALIZED SAVINGS**

Savings will be accumulated and reported quarterly to the Senior Team. Requests to use the centralized savings must be submitted through a Senior Team member using the form attached as Appendix A.



**IN-YEAR STRATEGIC INITIATIVES  
(Request for Budget Transfer to Fund 2013-2014)**

Program  Development  Innovation  Service  Other/efficiency

Description:

Cost Centre:

Rationale:

Proposed Budget Amount (org and account code xxxxxx-4xxxx):

Which corporate strategic objective from our college strategic plan does this initiative support, and how?

What is the payback?

What alternatives are there if it not funded?

Deliverables:

Submitted by:

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Senior Team Member tabling the request:

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