



Number:	4-1-13	# of Pages:	3
Originator:		Organizational Effectiveness	
Approved By:		Senior Team	
Reviewed/no changes			
Replaces:		January 24, 2014	
Effective Date:		February 13, 2019	

VOLUNTARY UNPAID LEAVE

1. 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).

2. PLAN DETAILS

The plan will provide for five days of leave for four days of pay reduction.

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.

The plan is available to all full time employees (faculty, administrative and support staff).

Participation is strictly voluntary.

Only leaves where the employee will not be replaced (including part time replacement) will be approved.

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.

Leaves will not be approved where an employee has a backlog of overtime or vacation hours.

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.

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.

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.

Seniority and service will be maintained during the unpaid leave days.

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.

3. TO APPLY

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

4. 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.



4 DAY PAY REDUCTION

I, the undersigned, agree to receive:

5 days off for 4 days

I would like to have the reduction in pay based on the following: (please check one)

A lump sum payment to be deducted _____
(indicate which pay period)

Payroll deduction spread over 26 pay periods (April to March.)

I agree that I will take these days off before the end of the fiscal year; otherwise, they will be paid back to me at the rate of pay at which the reduction was made. I also confirm that I do not have unused vacation.

NAME: _____ DEPT: _____

SIGNATURE: _____ DATE: _____

Please submit this form to your Supervisor for approval.

THIS EMPLOYEE WILL NOT BE REPLACED WHILE ON VOLUNTARY LEAVE.

Replacing the absent employee with part-time hours is not regarded as a cost saving.

SUPERVISOR'S SIGNATURE: _____ DATE: _____

**TO ENSURE THAT YOUR DEDUCTION WILL BE SPREAD OVER 26 PAY PERIODS,
PLEASE RETURN THIS FORM TO HUMAN RESOURCES SERVICES
BY MARCH 15th. FORMS RECEIVED AFTER THIS DATE WILL HAVE THE
DEDUCTIONS SPREAD OVER THE NUMBER OF PAY PERIODS REMAINING UNTIL
THE LAST PAY PERIOD IN MARCH.**