**Voluntary Personal Leave Plan 2017/18**

April 1, 2017 to March 31, 2018

The Voluntary Personal Leave Plan (VPLP) allows eligible employees to take a voluntary personal leave by choosing **one of two options** for the period April 1, 2017 to March 31, 2018. All applications are subject to approval and must meet the eligibility requirements outlined below.

For the purposes of this Plan, the term *Supervisor* means a supervisor or manager who is not a member of the AUPE bargaining unit.

# VOLUNTARY PERSONAL LEAVE PLAN (VPLP) OPTIONS

# OPTION 1

Five consecutive days of leave without pay. The cost of the leave without pay is distributed evenly over the plan period of 12 months (April 1, 2017 to March 31, 2018). All five days must be taken within the period of the 2017/18 Voluntary Personal Leave Plan. The scheduled days are subject to Supervisorial approval and operational requirements.

# OPTION 2

A schedule of either one full day or one half-day leave without pay for each month worked, with the cost of the day/half day deducted each month. There is no ability to alternate between full and half days during the plan period. The leave days/half-days are subject to Supervisorial approval and operational requirements.

# ELIGIBILITY

2.1 Full and part-time staff in the following employee groups: AUPE, ESS, APO, and Senior Administration, as follows:

1. Regular and Continuing staff are eligible to apply for either Option 1 or 2.
2. Term or Project employees whose appointment commences on or before April 1, 2017 and ends on or after March 31, 2018 are eligible to apply for either Option 1 or 2.
3. Sessional employees are eligible to apply for Option 2 only.
4. Applications from probationary employees may be considered on a case-by-case basis.

2.2 The following employees are NOT eligible:

1. Employees who have scheduled a leave without pay greater than one (1) month during the plan period (maternity leave, educational leave, etc.).
2. Employees with excessive vacation accrual (as defined in the Vacation Management Policy) at the time of application.
3. Employees with Compensatory Time Off (CTO) banks in excess of 5 days at the time of application.

# VOLUNTARY PERSONAL LEAVE PLAN DEDUCTIONS

## OPTION 1

1. The deduction for each pay period is 1.92%, applied to salary earned.
2. VPLP is deducted in equal instalments over the Plan Period (April 2017 to March 2018).

**OPTION 2**

1. VPLP deductions will be made each pay period.
   1. VPLP deductions do not apply to overtime earnings.
   2. Pensionable earnings are not affected by the VPLP.
   3. Canada Pension Plan, Employment Insurance, and Tax deductions are calculated on salary less the Voluntary Personal Leave Plan Deductions.

# APPLICATIONS

4.1 Applications can only be made using the application form: Voluntary Personal Leave Plan—2017/18

4.2 Completed applications are first submitted to the employee’s Supervisor.

# APPLICATION DEADLINES

5.1 Staff members submit applications for approval to their Supervisors no later than **4:00 pm, March 10, 2017.**

5.2 Supervisors forward approved applications to the applicable Associate Vice President (AVP), Dean, University Librarian or Executive Director no later than 4:00 pm, **March 17, 2017**.

5.2 The AVP/Dean/University Librarian/Executive Director forwards approved applications to the respective Human Resources Consultant no later than **4:00 pm, March 24, 2017**.

5.3 Human Resources Consultants forward approved applications to Payroll, with a copy to the Supervisor, no later than **4:00 pm,** **March 31, 2017.**

# APPROVAL

6.1 To ensure eligibility and that operational needs of the department are met, all applications are subject to approval by the Supervisor and the applicable AVP/Dean/ University Librarian/Executive Director.

6.2 Approved applications must meet the eligibility requirements set out in the ELIGIBILITY Section (2).

6.3 Once approved, the decision to participate in the Plan is irrevocable.

6.4 Once the process is complete, the Supervisor will inform the applicants as to whether or not the application has received final approval.

# OTHER IMPORTANT INFORMATION

7.1 Any leave days not taken before the end of the Plan Period are ***forfeited*** and cannot be carried forward or reimbursed.

7.2 For Option #1, all five (5) days must be consecutive and taken during the Plan Period.

7.3 If the base salary changes during the plan period there is no reconciliation. The monthly deduction applies to the base salary received at the beginning of the plan period.

7.4 Neither the system nor Human Resources tracks the time off for VPLP. Any tracking must be done by the department and the employee as time off for VPLP is not recorded on the timesheet.

**9. QUESTIONS?**

Please contact your Supervisor or your Senior HR Consultant.

# APPLICATION for VOLUNTARY PERSONAL LEAVE PLAN 2017/18

|  |  |
| --- | --- |
| **EMPLOYEE INFORMATION** | |
| LAST NAME | FIRST NAME |
| EMPLOYEE ID | |
| DEPARTMENT | |
| SUPERVISOR | |

I hereby provide confirmation of my application to participate in the Voluntary Personal Leave Plan 2017/18. In accordance with the terms of the Plan, I understand that (please check the option you are choosing):

**For Option #1**

* A Personal Leave Deduction of 1.92% will be deducted from my base pay as per the Plan information;
* I understand that the deductions will be made each pay period over the 12-month period of April 1, 2017 to March 31, 2018;
* I will take five consecutive days of personal leave during the period April 1, 2017 to March 31, 2018, and I understand that there will be no carry forward or reimbursement of personal leave days not taken by March 31, 2018;
* I have provided a proposed schedule for the leave days. The proposed schedule is subject to the approval of my Supervisor and AVP/Executive Director/Dean/University Librarian (as appropriate);
* My decision is irrevocable.

**For Option #2**

* I understand that the deductions will be made in each pay period for which the day or half day leave was taken.
* I will schedule the leave days by mutual agreement with my Supervisor and AVP/Executive Director/Dean/University Librarian (as appropriate);
* My decision is irrevocable.

|  |  |
| --- | --- |
| **EMPLOYEE SIGNATURE** | **DATE** |

**APPROVAL**

|  |  |
| --- | --- |
| **SUPERVISOR** | |
| NAME | TITLE |
| SIGNATURE | DATE |

|  |  |  |
| --- | --- | --- |
|  | **AVP/EXECUTIVE DIRECTOR/DEAN/UNIVERSITY LIBRARIAN** | |
| NAME | | TITLE |
| SIGNATURE | | DATE |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **For Payroll Use Only** | |  |  |
| Position Number | Earn Code | Monthly Amount | Start Date | End Date |

|  |  |  |
| --- | --- | --- |
|  | **Human Resources Consultant** | |
|  | |  |
| SIGNATURE | | DATE |

# Part 2 – Proposed Schedule

# VPLP 2017/18

**OPTION 1 - Proposed Schedule of Leave Days (5 Consecutive Days)**

|  |  |
| --- | --- |
| **Beginning Date** | **Ending Date** |
|  |  |

**OPTION 2 – Proposed Schedule of Leave Days**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Leave Day Date** | **1/2 Day**  **(am or pm)** | **Full Day** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |
| **9** |  |  |  |
| **10** |  |  |  |
| **11** |  |  |  |
| **12** |  |  |  |