



## 2018-19 PERSONAL DAYS – LETTER TO NON-BARGAINING EMPLOYEES

February 19, 2018

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*February 19, 2018*

*Dear Members of the Administrative Professional Officers (APOs), Exempt Support Staff (ESS), Excluded Professionals, and Senior Administration employee groups:*

*Following the Government of Alberta's directive that the University of Lethbridge continue freezing compensation for non-bargaining employees (Administrative Professional Officers (APOs), Exempt Support Staff (ESS), Excluded Professionals, and Senior Administration) for an extended period to September 30, 2019 (previous period of freeze was from April 1, 2016 to March 31, 2018), the University consulted with the affected employee groups to find ways to ensure that these employee groups are treated as fairly as possible in light of this challenging situation. Recognising that the affected employee groups are not receiving any compensation increases, the University will continue to offer Personal Days to the affected employees for the period of July 1, 2018 to September 30, 2019.*

*From January 1, 2017 – June 30, 2018, non-bargaining employees received 7.5 personal days off for their use. For the period July 1, 2018 to September 30, 2019, non-bargaining employees will receive 6.5 personal days.*

*These Personal Days reflect the priority of Work-Life Balance in the People Plan and can be used by non-bargaining employees when they desire a day off to perhaps extend a vacation, create a long weekend or to take an afternoon to play golf or go for a bike ride. However you choose to use your Personal Days, please work with your supervisor regarding scheduling to ensure that you use and enjoy them! Complete guidelines regarding the use of Personal Days are included below.*

*Please note that the University will also continue to offer the Voluntary Personal Leave Plan in 2018-19 to those employees who wish to participate in this program.*

*The University recognises and appreciates the valuable contributions that you provide. If there are any questions about Personal Days, please contact Nancy Walker, Vice-President (Finance & Administration), or your Senior Human Resources Consultant.*

*Sincerely,*

A handwritten signature in black ink that reads 'Nancy Walker'.

*Nancy Walker  
Vice-President (Finance & Administration)*

### **Guidelines for the use of Personal Days:**

- i. Personal Days are to be taken at a time mutually agreed on by the employee and their supervisor to ensure that departmental operational needs are still being met. Supervisors are asked to be flexible to ensure that employees have the opportunity to take the Personal Days.
- ii. Supervisors are encouraged to proactively work with employees in the scheduling of the Personal Days in such a way that the ability of employees to accomplish their work goals are not adversely affected by the taking of the Personal Days.
- iii. To support employees' well-being and work-life balance, all employees are encouraged and enabled to take their earned vacation time on an annual basis.
- iv. Personal days may be taken prior to using annual vacation entitlement.



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- v. Personal days cannot carryover to future years and must be used in the time period during which they are allocated. Personal Days not taken during the time period are forfeited.
- vi. Employees will not receive pay in lieu of unused Personal Days.
- vii. Personal days will be managed and tracked by supervisors, and will not be entered into the BANNER HR system.
- viii. Personal Days are prorated based on the full-time equivalent (FTE) of the employee's position and the months worked during the year. Personal days are not earned during periods of leave without pay of more than one month in duration.



## 2018-19 PERSONAL DAYS – SCHEDULE FORM

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### 2018-19 Personal Leave Days

July 1, 2018 to September 30, 2019

Administrative Professional Officers (APOs), Exempt Support Staff (ESS), Excluded Professionals, and Senior Administrators are eligible for the following personal leave days:

- 6.5 days between July 1, 2018 and September 30, 2019

Guidelines for the use of these Personal Days are as follows:

- Personal Days are to be taken at a time mutually agreed on by the employee and their supervisor to ensure that departmental operational needs are still being met. Supervisors are asked to be flexible to ensure that employees have the opportunity to take the Personal Days.
- Supervisors are encouraged to proactively work with employees in the scheduling of the Personal Days in such a way that the ability of employees to accomplish their work goals are not adversely affected by the taking of the Personal Days.
- To support employees' well-being and work-life balance, all employees are encouraged and enabled to take their earned vacation time on an annual basis.
- Personal days may be taken prior to using annual vacation entitlement.
- Personal days cannot carryover to future years and must be used in the time period during which they are allocated. Personal Days not taken during the time period are forfeited.
- Employees will not receive pay in lieu of unused Personal Days.
- Personal days will be managed and tracked by supervisors, and will not be entered into the BANNER HR system.
- Personal Days are prorated based on the full-time equivalent (FTE) of the employee's position and the months worked during the year. Personal days are not earned during periods of leave without pay of more than one month in duration.



**2018-19 PERSONAL DAYS – SCHEDULE FORM**

<b>Application for Personal Leave Days                  July 1, 2018 to September 30, 2019                  EMPLOYEE INFORMATION</b>	
LAST NAME	FIRST NAME
EMPLOYEE ID	
DEPARTMENT	
SUPERVISOR	

**\*Do not enter these dates onto your Banner timesheet\***

**Proposed Schedule (6.5 Consecutive Days)**

Beginning Date	Ending Date

OR

**Proposed Schedule (6.5 Non-Consecutive Days)**

	Leave Day Date	1/2 Day (am or pm)	Full Day
1			
2			
3			
4			
5			

EMPLOYEE SIGNATURE	DATE
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**APPROVAL**

<b>SUPERVISOR</b>	
NAME	TITLE
SIGNATURE	DATE

**DISTRIBUTION:**

- Copy to Employee
- Copy to Supervisor
- Copy to AVP/Executive Director/Dean/University Librarian



## 2018-19 PERSONAL DAYS – SCHEDULE FORM

<b>Personal Days Tracking</b>					
(illustration)					
<b>MONTH</b>	<b>Time Taken (hrs)</b>	<b>Allotment in hours</b>	<b>BALANCE <i>end of month</i></b>	<b>Details</b>	<b>Confirm Time Taken</b>
Jul-18		45.5	45.50	<b>Entitlement July 18- Sept 19</b>	
Jul-18					
Aug-18			45.50		
Sep-18	7.00		38.50	EE requested Sept 6 off	yes
Oct-18			38.50		
Nov-18			38.50		
Dec-18	7.00		31.50		
Jan-19			31.50		
Feb-19	3.50		28.00		
Mar-19	28.00		0.00		
Apr-19			0.00		
May-19			0.00		
Jun-19			0.00		
Jul-19			0.00		
Aug-19			0.00		
Sep-19			0.00		
			<b>Hrs per Week</b>	<b>6.5 Personal Days in Hours</b>	
NOTE:	Excluded Support Staff (ESS)		35.0	45.5	
	Administrative Professional Officers (APO)		35.0	45.5	
	Excluded Professionals		40.0	52.0	
	Senior Admin		40.0	52.0	