



# Standard Operating Procedure

## Human Resources and Employee Relations

Procedures: Personal Leave for CPM Employees S.O.P Number:

Department/Unit: Human Resources & Employee Relations Page(s): 2

Implementation Date: June 2005 Revision Date: **June 2009**

University: X Unit:

**A standard operating procedure describes the established steps and processes for completing specific tasks. A standard operating procedure is to be compliant with applicable collective agreements, government acts and regulations and university policies and procedures.**

### **Task Description:**

These procedures apply to personal leave as it applies to Confidential, Professional and Managerial (CPM) Employees.

### **Steps/Processes:**

#### **1. Eligibility**

- 1.1 Full-time, part-time, full-time sessional, part-time sessional, or limited term employees are eligible for Personal leave of up to five (5) working days per calendar year.
- 1.2 Employees in the part-time, part-time sessional, temporary or limited term categories, and those who work less than twenty-four (24) hours per week will have their Personal Leave calculated on a prorated basis, determined by the percentage of full-time hours worked in a given year. For this calculation, “full-time” is deemed to be thirty-five (35) hours worked per week. Where an employee’s term of appointment is less than full time or when an employee joins the University after January 1<sup>st</sup> in any benefit year, personal leave entitlement will be pro-rated in accordance with the annual estimated number of hours to be worked expressed as a percentage of an annualized thirty-five (35) hour work week.

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#### **2. Procedure**

- 2.1 An employee may request Personal Leave to attend to matters that cannot reasonably be scheduled outside of the employee's regular working hours (examples include: religious observance, personal legal matters or other personal matters).
- 2.2 No reasonable request for Personal Leave will be denied.
- 2.3 If additional time off is required, an employee may use accrued vacation time in consultation with their supervisor.

**Applicable collective agreements, government acts and regulations and university policies and procedures:**

**Applicable forms and related procedures:**

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