



POLICIES and PROCEDURES

Responsible Unit	Human Resources
Applicable to	All Staff
Date Last Updated	January 2018
Approving Sector Head	Director, Human Resources
Policy	Personal Days

The University recognizes the added responsibilities for family concerns that may need to be addressed during the regular work week. In this regard, the University provides up to five (5) days per vacation year per employee to attend to personal matters. These days are intended to cover time needed for personal matters such as looking after sick children, elderly parents, disabled family members or other events of a serious nature that would normally require unpaid time off. These days do not accumulate and do not roll forward from one year to the next.

A pro-rated number of personal days apply to new hires, sessional employees, and part time employees. Employees will not be required to provide specific reasons for the paid leave, but are required to inform their Manager or Supervisor as soon as they are aware that they will require time off.

Where there is inconsistency between this information and your Collective Agreement, the Collective Agreement will prevail.