

## MANAGEMENT COMPENSATION DAYS FOR MEMBERS OF TMG

**Policy Number** (if applicable):

**Approved by:** President and Vice Presidents

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**Position Responsible for Developing and Maintaining the Policy:** Assistant Vice-President, Human Resources Services

**Contact Department:** Human Resources Services

### PURPOSE

Management compensation days recognize the nature of work in The Management Group (TMG). The expectation that the TMG employee's work will get done according to work schedules and demands requires an element of flexibility from employees in TMG positions. Compensation days provide paid time away from work.

### POLICY ELEMENTS

#### 1. Eligibility

- a) All full-time members of TMG will be allocated 5 management compensation days each calendar year.
- b) Compensation days are pro-rated for TMG members holding a part-time appointment.
- c) For their first year, members of TMG receive a pro-rated number of compensation days corresponding to the number of months worked in that calendar year as a member of TMG.

#### 2. Scheduling of Compensation Days

TMG members may use management compensation days to provide paid time away from work. Planning time off is initiated by the TMG member and approved by the supervisor.

#### 3. Unused Balances

Compensation days are taken in the calendar year. Unused compensation days cannot be carried into the next calendar year.

Unused compensation days are not compensable upon leaving the University.

Compensation days remain with the TMG member upon transfer to another TMG position within the University.

### PROCEDURES

1. TMG members and supervisors administer compensation days including eligibility and scheduling.
2. When calculating the number of compensation days for part-time and new TMG employees the number of days is rounded up to the next half-day.