



TMG Management Days Policy

(Replaces Policy on *Management Compensation Days for TMG Members*)

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 & CHRO

Contact Department: Human Resources Services

PURPOSE

TMG Management Days provide members of The Management Group (TMG) with paid time away from work for personal purposes. TMG Management Days facilitate the balancing of life and work in support of overall wellness and provide an element of additional flexibility for TMG positions which can have inherent exceptional demands or work schedules. The reasons for which TMG Management Days may be used vary widely, and include but are not limited to, attending to a personal or family emergency or appointment. TMG Management Days are not for the purpose of attending training or professional development events, the TMG Retreat, or the TMG Day of Service. Attendance at such work-related events are to be considered as work time.

ELIGIBILITY

- a) All full-time members of TMG will be allocated 5 TMG Management Days each calendar year.
- b) TMG Management Days are pro-rated for TMG members holding a part-time appointment, such that the entitlement is to the appropriate proportion of paid time off when compared to a full time equivalent appointment.
- c) For their first year, members of TMG receive a pro-rated number of TMG Management Days corresponding to the number of months employed in that calendar year as a member of TMG.
- d) Notwithstanding (b) and (c) above, in no case will a TMG member's entitlement in a calendar year be less than 2 TMG Management Days.

PROCEDURES

1. TMG members and supervisors administer TMG Management Days, including eligibility and scheduling.
2. When calculating the number of TMG Management Days for part-time and new TMG employees, the number of days is rounded up to the next half-day and in no case will be less than 2 days.
3. Scheduling of TMG Management Days is initiated by the TMG member and approved by the supervisor.
4. TMG Management Days are taken in the calendar year. Unused TMG Management Days cannot be carried into the next calendar year. Unused TMG Management Days are not compensable upon leaving the University. TMG Management Days remain with the TMG member upon transfer to another TMG position within the University.