



## TMG Time and Leave Provisions Guideline

For Managers of Employees in TMG (The Management Group)

In October 2014, the University launched its new, PeopleSoft-based HR system. Of the many new features available, PeopleSoft brings a new centralized time reporting system. This Guideline has been developed to assist in the input of time management information. The new functionality with PeopleSoft is not meant to change the flexibility which has existed for TMG. The information contained herein is a summary of the existing provisions regarding time away from work and leave of absences provisions that are applicable to employees in TMG.

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## 1. *Purpose*

Fulfilling our University mission of being "committed to creativity, innovation and excellence" and valuing "integrity, quality, inclusiveness and teamwork" in everything we do requires the passion and dedication of over 7,450 faculty and staff, supporting 29,800 students annually. Providing optimal service to our colleagues, internal and external community partners, and students, requires a commitment from each of us to fulfill our role at work and put forth our best efforts.

Members of the Management Group (TMG) play a special leadership role in directing the future of the University. As such, the time and leave provisions provided to TMG are intended to recognize the nature of the work performed.

The time and leave provisions documented herein are not intended as a change in current practice or policy, but as a clarification of current available provisions. While alignment in practice across the University is desired, flexibility based on unique individual and Department needs is still encouraged for our TMG leaders.

The University recognizes that the ability to successfully manage personal, family, and professional obligations is critical to the engagement of our people leaders and confidential staff. At the same time, University leaders, are accountable for maintaining appropriate staffing levels in order to ensure optimal service throughout the year, and will work to balance these needs accordingly within their team.

### *Scope*

The existing policies should be the primary point of reference for the terms and conditions of employment for all employees in TMG. The TMG Time and Leave Provisions Guideline ("the Guideline") does not attempt to replicate the policies.

The Guideline will also facilitate the consistent input into time management information into our PeopleSoft system; which is particularly important given exception time entry was not previously required.

Some Departments may find that their existing practices will need to change in accordance with the provisions of the Guideline and/or the implementation of PeopleSoft. If this is the case, it is highly recommended that they first consult their Human Resources Advisor or Consultant.

Whether employees themselves or a specific departmental representative will be responsible for time entry is determined in large part by the Department. This Guideline will assist supervisors and managers in their time approval role as well as 'time-administrators' responsible for time entry in individual Departments.

Overall, this Guideline is intended to provide more explicit details regarding the application of Paid Time Away From Work, such as Management Compensation Days, vacations, absenteeism, and use of salary continuance, as well as Leaves of Absence arrangements, with the goal of providing greater consistency and fairness across our workplace for all involved employees.

## 2. *Paid Time Away From Work*

### **Work Week**

The work week consists of the 7 consecutive days beginning on Sunday at 00:00 and ending on the following Saturday at 23:59.

### A. Management Compensation Days

Management Compensation Days recognize the nature of work in 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. Management Compensation Days are provided in recognition of this requirement.

All full-time members of TMG are allocated five (5) Management Compensation Days each calendar year. Compensation days are pro-rated for TMG members holding a part-time appointment. 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.

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.

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.

Management Compensation Days may be reported in half or full days.

### B. Vacation

Employees who are members of TMG are granted paid vacation. The chart below reflects the enhanced vacation schedule that was approved in 2014 and is in effect beginning with the 2015 calendar year.

<b>Service</b>	<b>Group A (Band L and Below)</b>	<b>Group B (Band M and Above)</b>
Less than one year	1.25 working days per completed months of service	1.67 working days per completed months of service
1 but less than 4 years of service	15 days	20 days
4 but less than 10 years of service	20 days	20 days
10 but less than 12 years of service	21 days	21 days
12 but less than 14 years of service	22 days	22 days
14 but less than 16 years of service	23 days	23 days
16 but less than 18 years of service	24 days	24 days
18 but less than 30 years of service	25 days	25 days
30 or more completed years of service	30 days	30 days

All vacation days are scheduled by mutual agreement between the supervisor and the member of TMG, subject to departmental work requirements.

The vacation accrual year is July 1 to June 30 and vacation is taken in the calendar year. One cannot take more vacation than what has been accrued.

While PeopleSoft is programmed to allow an employee to take vacation that is not yet accrued, this is not a best practice, nor is it recommended. It should be done rarely and only in cases where there is a written agreement to this effect with the supervisor.

Vacation may be reported in half or full days.

#### *Carry-over*

It is University policy that each member of TMG should take his/her full amount of vacation entitlement within the appropriate calendar year; any days not taken will normally be considered lost. An employee may submit a written request for carry-over of up to 5 days vacation to their direct supervisor for approval. Requests for vacation carry-over in excess of 5 days must be approved by the appropriate vice-president.

In cases where an employee is on a pregnancy/parental leave, he/she may not be able to request a carry-over as expeditiously as usual. However, the request should still be given full consideration and, in most cases, granted.

Any carry-over days are expected to be scheduled at the outset of the calendar year by mutual agreement between the employee and their supervisor. In exceptional circumstances vacation days may also be paid out.

Vacation days to be carried over in the system will need to be specifically entered and approved. PeopleSoft will not automatically convert vacation days not taken into carry-over days.

#### *Vacation and Prior Temporary Employment*

In some cases employees obtain a position in TMG after having worked in a temporary capacity. After 1 year, temporary employees are entitled to 2 weeks of vacation and most receive their vacation pay of 4%, on each pay deposit. When a temporary employee transitions into a position in the TMG employee group it is important to note that they will likely have unpaid vacation time available to them.

While on a leave of absence that is unpaid, accrual of vacation continues on an unpaid basis, with the exception of pregnancy and parental leaves. For paid 'leaves' such as vacation and salary continuance, vacation also continues to accrue on a paid basis. Unpaid vacation accrued is not tracked in PeopleSoft, but when unpaid vacation is taken there is an appropriate code with which to enter the time.

Employees who work on a part-time basis have their vacation calculated in hours, based on the following formula in PeopleSoft:

$\frac{\text{total weekly work hours}}{\text{total weekly FTE hours}} \times \text{vacation entitlement per year based on years of}$	$\times$	$\text{FTE daily hours}$	$\times$	$\frac{\text{\# of working months/year}}{12}$
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For Example:

Employee working 21 hours per week in a 35 hour FTE position, 8 months of the year, whose full-time vacation entitlement is 23 days:

$\frac{21}{35}$	x	23 days	x	7 hours	x	$\frac{8}{12}$ months per year	=	64.4 hours of vacation entitlement
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For Example:

An employee has a 25 hour per week assignment and his or her scheduled working hours are 7 hours per day from Monday through Wednesday and 4 hours on Thursday. The employee has 25 hours of vacation time remaining. If they wanted the full week off, they would use 7 hours of vacation time on Monday, Tuesday and Wednesday and 4 hours on Thursday.

*Seasonal Employees*

Those who have employees that work on a seasonal basis i.e.: August to May should be aware that when reviewing vacation entitlement in PeopleSoft it is based on the full year entitlement. This entitlement will not be updated in Mosaic until the time that the seasonal leave commences at which time it will be reduced on a prorated basis. However, the accrual information in the system will be up to date.

C. Temporary Schedule Changes

A temporary schedule change is a change to an employee's regular schedule (increased or decreased hours), for a duration of less than 1 year. This type of change needs to be communicated to Human Resources and captured in PeopleSoft.

A temporary schedule change which increases or decreases the employee's total weekly hours may impact an employee's pay, pension and benefits. Any proposed temporary schedule change should be discussed with your Human Resources Advisor or Consultant to determine the impacts to pay, pension and benefits that will result from the change.

Vacation is pro-rated for part-time and seasonal employees. As such, vacation entitlement would proportionately increase or decrease for the duration of the temporary schedule change.

The need for a temporary schedule change should be discussed with your Employee/Labour Relations Consultant as notice provisions exist for employees in certain circumstances.

D. Paid Holidays

Employees who are members of TMG are entitled to specified holidays observed by other members of TMG. These need not be entered into the PeopleSoft system. A full list of specified holidays is available on the web:

<http://www.workingatmcmaster.ca/med/document/holiday-schedule-2013-2016-1-42.pdf>

3. *Leaves of Absence*

A. Statutory Leaves

For a summary of leaves of absence and their eligibility terms available under the ESA, please see: <http://www.workingatmcmaster.ca/med/document/PDF-ESA-Leaves-1-42.pdf>.

B. Salary Continuance

Salary Continuance is the program that McMaster University has in place for members of TMG, to ensure that eligible employees are not without income and group benefits participation for temporary periods during which they are medically unable to attend work due to non-occupational illness or injury.

*Eligibility for Salary Continuance Benefits:*

Employees are eligible for Salary Continuance benefits of varying duration dependent on years of service:

<b>Years of Service</b>	<b>Duration of Salary Continuance Benefits (Subject to satisfactory medical evidence)</b>
Less than 5 years' service	Up to a maximum of 15 weeks
5 to ten 10 years' service	Up to a maximum of 18 weeks
Over 10 years' service	Up to a maximum of 26 weeks

Subject to satisfactory medical evidence, salary and benefits continue will continue for the duration of the absence, subject to the limits described above.

When an employee reports an absence which would result in an absence of 9 work days or less, this absence is managed in PeopleSoft by the Department. When an employee's absence extends to 10 or more work days, Employee Health Services will manage this absence in PeopleSoft. However, it is important that the Department contact Employee Health Services in these circumstances.

*When is entitlement to Salary Continuance re-established?*

When an employee uses Salary Continuance and then returns to work they must be back at work at their regular hours for the same number of days for which they were off before they re-qualify for Salary Continuance, in any amount. In that interim period, for clarity, any absence due to non-occupational illness or injury would be unpaid.

**Practical Application:**

An employee who has not re-established Salary Continuance but is absent due to medical reasons is unpaid for the subsequent period of absence.

**For Example:**

If an employee is off sick for 16 consecutive work days, they must be back at work for 16 work days before they re-qualify for Salary Continuance benefits. If they are off sick before being back for 16 work days, they can use vacation, Management Compensation Days, otherwise their absence will be unpaid. In this case, the employee will not be entitled to receive Salary Continuance benefits. Only once they have been back at work for 16 consecutive work days, will they re-qualify for Salary Continuance.

Note that for longer absences, this means it may take quite some time, for example, up to 26 weeks, for someone to re-qualify for Salary Continuance.

### C. Bereavement Leave

Employees are entitled to bereavement leave in accordance with provisions for TMG and these leaves should be recorded as such in PeopleSoft.

Bereavement leave provides seven consecutive working days of paid leave for immediate family members comprising spouse, common-law spouse, same-sex partner, daughter, son, children of the employee's spouse and common-law spouse, step-children, ward, mother, father, sister and brother. Five consecutive working days of paid bereavement leave are provided for extended family members comprising in-laws, including mother, father, daughter, son, sister and brother, grandparents of the employee and employee's spouse, grandchild, stepmother and stepfather. Additional paid time can be granted by the supervisor to address special circumstances and employee needs.

Bereavement leave may be reported in full days.

### D. Jury Duty/Court Service Leave

Where an employee is not a party to the proceedings and is required under summons or subpoena to serve as a juror or witness they will not suffer a loss of pay. Employees will be paid the difference, if any, between the amount paid for jury or witness services and the amount they would have received for their employment during the same period of time. Employees must provide their supervisors with a copy of the summons or subpoena and payments received from the court are to be reported to the University.

Jury duty / court service leave may be reported in full days.

### E. Unpaid Personal Leave

These types of leaves are available and typically do not exceed one (1) year's duration. Approval is at the discretion of the supervisor. Employees taking this leave may continue to participate in the benefits plans provided that they pay the employer cost as well as their own.

Unpaid personal leave may be reported in full days.

### F. Parental and Pregnancy Leave for TMG

Parental and Pregnancy Leave for TMG is designed to facilitate reasonably flexible arrangements for employees and their families at the time of the birth and adoption of children.

A pregnancy and/or parental leave will be granted to biological parents and adoptive parents in accordance with the Employment Standards Act.

Biological Mother:

During pregnancy leave, a biological mother will be provided with a SUB plan accord to the following:

- First two weeks paid at 100% of salary, plus

- Seventeen weeks paid at 95% of salary (95% equals Employment Insurance plus top up paid by the University).

In accordance with the Employment Standards Act, parental leave for a biological mother will commence when the pregnancy leave ends.

Biological Father and Adoptive Parents:

During parental leave, biological fathers and adoptive parents may choose either option i. or ii. described below:

- First two weeks paid at 100% of plus, plus seventeen weeks paid at 95% of salary (95% equals Employment Insurance plus top up paid by the University)  
OR
- Four weeks paid at 100% of salary (salary paid by the University)

The full policy is available on the web:

<http://www.workingatmcmaster.ca/med/document/Parental-Pregnancy-Leave-1-48.pdf>

#### G. Deferred Salary Leave

Deferred salary leave affords employees in TMG the opportunity to take a leave of absence funded solely by the employee through the deferral of salary over a define period which is then paid over the period of the leave.

The full policy is available on the web:

<http://www.workingatmcmaster.ca/med/document/Deferred-Salary-Leave-1-48.pdf>

#### H. Compassionate Care and Family Medical Leave

The Compassionate Care Benefit is a Federal Government initiative designed to provide eligible employees with the opportunity to provide care or support to a family member who is gravely ill. Once an employee qualifies, benefits are paid through Employment Insurance.

The Family Medical Leave is complimentary to the Compassionate Care Benefit, however it is regulated at the Provincial level. Similarly, it provides eligible employees protected time off from work to care for a gravely ill family member. This time is unpaid.

McMaster employees not entitled to paid leave may submit a request for leave of absence form to their supervisor for approval. If you are granted an unpaid leave by the University, then you may qualify for Compassionate Care Benefits to a maximum of 6 weeks and Ontario's Family Medical Leave to a maximum of 8 weeks in a 26-week period. Employees are responsible for fulfilling the requirements set out by Human Resources & Skills Development Canada in order to receive these benefits.

For more information about this leave, refer to the web:

<http://www.workingatmcmaster.ca/benefits/loa/compassionate/>