

## Royal Roads University Policy

First implemented:

March 1, 2007

Approved By:

VP & CFO

Office of Oversight:

Human Resources

### Bereavement

A regular full-time or part-time employee, not on leave of absence without pay, requiring bereavement leave, will, on request, be granted up to five (5) working days' bereavement leave at the employee's regular rate of pay in the case of death of a member of the employee's immediate family. A part-time employee will receive pay only for those hours normally worked while the employee is on bereavement leave.

For purposes of this guideline, immediate family is defined as an employee's parent, step-parent, spouse, child, step-child, brother, sister, father or mother in-law, grandparent, grandchild, son or daughter in-law and any other relative permanently residing in the employee's household or with whom the employee permanently resides.

In the event that the employee is required to travel more than three hundred (300) kilometres from the campus, the paid bereavement leave will normally not exceed seven (7) working days, except where the University determines that special circumstances warrant an extension.

Upon application to the supervisor, an amount of time up to a maximum of one-half ( $\frac{1}{2}$ ) day leave of absence, without deduction of pay, to attend a funeral or memorial service of a personal friend or family member not covered in the list above may be granted.

The normal full working day consists of seven and a half ( $7\frac{1}{2}$ ) hours. The half day may be extended to a full day if the employee has a significant role in arranging or conducting the service or ceremony, for example as a pallbearer.

The supervisor may require the employee to provide proof or further information. The employee will request approval for this type of leave from the supervisor. The employee should then submit an approved Leave Request Form to Payroll for tracking purposes.

### Court Appearances

The University will grant paid leave to a regular full-time or part-time employee, other than an employee on leave without pay, who is to serve as a juror or a subpoenaed witness in a court

action, provided such court action is not occasioned by the employee's private affairs.

In cases where an employee's private affairs have occasioned a court appearance, such leave to attend at court shall be without pay.

An employee earning regular pay while serving at court shall remit to the University all monies paid by the court, except travelling and meal allowances.

Time spent at court by an employee in official capacity shall be at the regular rate of pay and only for such straight time hours that the employee would have worked but for the absence.

Court action arising from employment with the University, requiring attendance at court, shall be with pay provided that it is in response to a subpoena.

In the event an accused employee is jailed pending a court ruling, such leave of absence shall be without pay and benefits. In the event that the employee is found guilty and sentenced to incarceration for less than one (1) year, leave of absence without pay or benefits may be granted. It is understood that if the employee has committed an offence against the University or if the offence would affect them in the performance of their duties, these guidelines would not apply.

The employee should advise the supervisor as soon as the employee becomes aware that such leave is required. The employee must return to work immediately if excused from jury duty or from appearing as a witness for the day.

The employee will request approval for this type of leave from the supervisor. The employee should then submit an approved Leave Request Form to Payroll for tracking purposes.

## **Elections - Federal, Provincial, Municipal**

Employees who are eligible to vote are encouraged to do so before or after work. The *Canada Elections Act* does permit that employees may have *three* consecutive hours to vote in a federal election and the *BC Elections Act* provides for a *four* consecutive hours to vote in provincial and municipal elections.

This does not mean that employees are entitled to have three hours off of work to vote – it means that they must be afforded have three consecutive hours in their personal schedule during the polling period, uninterrupted by their employment obligations, to do so.

An employee who requires time off to vote, must let their supervisor know as soon as possible so this can be scheduled with the least disruption to service to our students and other operations. Scheduling time off to vote is at the discretion of the employer. No deduction in pay or other penalty will result from the time off for this purpose. There is no requirement to send documentation on to Payroll for this type of leave.

## Flood or Fire

An employee will be granted a paid leave of up to one (1) day in the case of a serious fire or flood in the employee's household.

The employee will request approval for this type of leave from the supervisor. The employee should then submit an approved Leave Request Form to Payroll for tracking purposes.

## General Leave

The University may grant a leave of absence without pay to a regular full-time or part-time employee requesting such a leave for emergency or unusual circumstances, or for any other reason which, in the sole opinion of the University, is a valid reason. This may also include a Compassionate Care Leave. Such request should be in writing and should be approved by the employee's supervisor, the Manager, Human Resources and Organizational Development and the appropriate Vice-President. Approval should not be unreasonably withheld but the University has the right to have its operational needs take priority when considering a request.

Where the approved leave of absence is in excess of twenty (20) consecutive calendar days, the University will only maintain the benefits normally paid for on behalf of that employee for the balance of the month in which the leave commences. Thereafter, the University will only continue such benefit coverage as allowed for by insurance carrier rules and only if the employee pays to the University the amount owing to cover the continuing benefit coverage during the balance of the approved leave.

During the unpaid leave of absence, the employee will not earn vacation or sick leave credits. Leave of absence will not normally be approved for more than one (1) year.

The employee will request approval for this type of leave from the supervisor. Once the supervisor, the Manager HROD, and the appropriate VP have also signed off on the general leave, the employee should then submit the approved Leave Request Form to Payroll for processing and tracking purposes.

## Maternity/Parental Leave

The Maternity/Parental Leave Policy is under review, please contact your Human Resources Advisor. Please click [here](#) [1] and scroll down to the Human Resources heading for the maternity and parental leave request form.

## Medical / Dental Appointments

Whenever possible, employees should book medical and dental appointments during off-duty hours. Where this is not possible and upon request at least twenty-four (24) hours in advance, leave with pay will be granted.

Where the time absent from the workplace is in excess of ninety (90) minutes, time missed shall be either made up at a time mutually acceptable to the employee and the supervisor or by submitting a Leave Request Form, indicating Sick – Medical or Dental for processing and tracking purposes.

## Moving Day

An employee will be granted a paid leave of up to one (1) day per year to move the employee's household.

The employee will request approval for this type of leave from the supervisor. The employee should then submit an approved Leave Request Form to Payroll for tracking purposes.

## Sick

A regular full-time employee will earn one and a half (1½) sick days per month worked. A regular part-time employee will accrue sick time on a pro-rated basis. A term employee will be paid out a percentage in lieu of sick benefits on each pay.

An employee should report absence due to sickness or disability to the supervisor as soon as possible or should have someone do so on their behalf. Upon return to work the employee is required to complete the University's sick leave reporting form, obtain signature approval from the supervisor, and forward on to Payroll for processing purposes.

For any absence due to sickness or disability in excess of three (3) consecutive working days, the employee is required to provide medical proof of sickness satisfactory to the University (Complete and return to HR, a Confidential Employee Medical Information Form). Failure to do so will result in the absence being treated as leave without pay. Any cost associated with providing such medical proof of sickness shall be borne by the employee.

A regular, non-unionized, full-time or part-time employee, who has satisfied the probationary period, may be eligible for short term income protection (STIP), once the employee have exhausted their sick leave accrual. More information is available on the STIP plan from the HR Department.

Where no one other than the employee can provide for the medical needs of an immediate family member during an unforeseen illness, the employee is entitled to use one (1) day of sick leave. A maximum of five (5) days of sick leave, from the employee's sick leave accrual, per fiscal year may be taken. For the purpose of this guideline, an immediate family member shall be defined as a parent, child or spouse permanently residing with the employee.

## Statutory Holidays

The University recognizes the following days as Stat Holidays:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- British Columbia Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

The University will be closed for these holidays. Essential services must be maintained, but an employee scheduled to work these days will be paid in accordance with the Employment Standards Act.

## Vacation

Please refer to the separate Vacation Policy document for details, located within the Human Resources Community, and also filed under the HR public folders.

**Note: The supervisor has “manager discretion” to deal with each leave issue on a case-by-case basis, considering special circumstances, while still ensuring the minimum entitlement for the employee.**

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## Links

[1] <https://humanresources.royalroads.ca/forms>