

VOLUNTARY FLEX LEAVE PLAN – 2021/22

Application for Participation

Employee Information	
Name	
Employee ID	
Faculty/ Department	
MaPS Position/ Title	
Anniversary Date	
Vacation Bank <i>(estimated as of July 1, 2021)</i>	
Email	
Phone	
Plan Usage <i>Provide an outline of when time will be used.</i>	

I understand and confirm that:

- I am a Regular or Fixed Term full-time MaPS employee who has completed my probationary period and will not have more than one (1) year's vacation accrual by the beginning of the Plan Period.
- A Personal Leave Deduction of approximately 1.92% will be deducted from my pay.
- My decision is irrevocable for the Plan Period (July 1 2021 - June 30, 2022).
- I must take all five (5) days together within the Plan Period and that there will be no carry forward or reimbursement of voluntary flex leave days not taken by June 30, 2022.

Employee Authorization

Employee Signature

Date

Manager Authorization

Manager Name: _____

Manager Signature

Date

Please submit completed applications to: connect.to.perform@ucalgary.ca no later than **June 21, 2021**. (Please note: this email address will ensure applications are received by the appropriate team in the newly restructured HR team; applicants will receive acknowledgement of their submission)

HR Use Only:

Approved: ☐ Y ☐ N

HR Operations Review: ☐