

Voluntary Personal Leave Plan 2019/2020

April 1, 2019 to March 31, 2020

The Voluntary Personal Leave Plan (VPLP) allows eligible employees to take a voluntary personal leave without pay by choosing **one of two options** for the period April 1, 2019 to March 31, 2020.

For the purposes of this Plan, the term *Manager* means a supervisor or manager who is not a member of the AUPE bargaining unit.

VOLUNTARY PERSONAL LEAVE PLAN (VPLP) OPTIONS

1. OPTION 1

A schedule of five consecutive days of leave without pay, with the cost of the leave without pay deducted evenly in each monthly pay period from April 1, 2019 to March 31, 2020. All five days must be taken within the period of the 2019/2020 Voluntary Personal Leave Plan. The leave days are subject to Managerial approval in light of operational requirements.

OPTION 2

A schedule of either one full-day or one half-day of leave without pay each month, with the cost of the full-day/half-day deducted from each monthly pay period from April 1, 2019 to March 31, 2020. There is no ability to alternate between full and half-days. The leave days/half-days are subject to Managerial approval in light of operational requirements.

2. ELIGIBILITY

2.1. Full and part-time employees in the following employee groups: Alberta Union of Provincial Employees (AUPE), Excluded Support Staff (ESS), Administrative Professional Officers (APO), Excluded Professionals (EP), and Senior Administration, as follows:

- a) Regular and Continuing employees are eligible to apply for either Option 1 or 2.
- b) Term or Project employees whose appointment commences on or before April 1, 2019 and ends on or after March 31, 2020 are eligible to apply for either Option 1 or 2.
- c) Sessional employees are eligible to apply for Option 2 only.
- d) Applications from probationary employees may be considered on a case-by-case basis.

2.2. The following employees are NOT eligible:

- a) Employees who have scheduled a leave without pay greater than one (1) month during the plan period (maternity leave, educational leave, etc.).
 - b) Employees with a vacation accrual in excess of 15 months of accrual (defined as an excessive vacation accrual balance in the Vacation Management Policy) at the time of application.
<http://www.uleth.ca/policy/vacation-management-policy>
- c) Employees with Compensatory Time-Off (CTO) banks in excess of 5 days at the time of application.

3. VOLUNTARY PERSONAL LEAVE PLAN DEDUCTIONS

OPTION 1

- a) The deduction for each monthly pay period is 1.92% of base salary.
- b) VPLP is deducted in equal amounts from each monthly pay period from April 2019 to March 2020.

OPTION 2

- a) An amount is deducted each monthly pay period based on the reported full-day or a half-day of leave without pay taken each month.

3.1. VPLP deductions do not apply to overtime earnings.

3.2. Pensionable earnings are not affected by the VPLP.

3.3. Canada Pension Plan, Employment Insurance, and Tax deductions are calculated on base salary, less the Voluntary Personal Leave Plan Deductions.



4. APPLICATION and APPROVAL

- 4.1. Applications can only be made using the Voluntary Personal Leave Plan 2019/20 application form.
- 4.2. Eligible employees may submit applications for approval to their Manager no later than **4:00 pm, March 15, 2019.**
- 4.3. Managers will review applications to ensure eligibility criteria and operational requirements of the department are met and will provide a response to employees as to whether applications are approved no later than **4:00 pm, March 22, 2019.**
- 4.4. Managers will then submit approved applications to Payroll no later than **4:00 pm, March 29, 2019.**
- 4.5. Once approved, participation in the Plan is irrevocable.

5. OTHER IMPORTANT INFORMATION

- 5.1. Any leave days not taken before March 31, 2020 are forfeited and cannot be carried forward or reimbursed.
- 5.2. If the base salary changes during the plan period there is no reconciliation. The monthly deduction applies to the base salary received at the beginning of the plan period.
- 5.3. Leave without pay under this Plan must be entered into an employee's timesheet in Banner.
- 5.4. Employees shall not be allowed to work overtime during the week prior to the VPLP and the week after taking the VPLP leave.
- 5.5. For Option #1, if employment terminates before March 31, 2020, the employee is encouraged to take the remaining VPLP days prior to the employee's termination date, with approval from their supervisor for the days off. The cost of the leave for the remaining months will be deducted from the employee's final pay.

6. QUESTIONS?

Please contact your Manager or your Senior Human Resource Consultant.



APPLICATION for VOLUNTARY PERSONAL LEAVE PLAN 2019/2020

EMPLOYEE INFORMATION	
LAST NAME	FIRST NAME
EMPLOYEE ID#	
DEPARTMENT	

I hereby apply to participate in the Voluntary Personal Leave Plan 2019/20. In accordance with the terms of the Plan, I understand that (please check the option you are choosing):

- For Option #1**
- A Personal Leave Deduction of 1.92% will be deducted from my base salary as per the Plan information;
 - I understand that the deductions will be made each monthly pay period from April 1, 2019 to March 31, 2020;
 - I understand that if my employment terminates before March 31, 2020, the cost of the leave for the remaining months will be deducted from my final pay;
 - I will take five consecutive days of personal leave during the period April 1, 2019 to March 31, 2020, and I understand that there will be no carry forward or reimbursement of personal leave days not taken by March 31, 2020;
 - I have provided a proposed schedule for the leave days. The proposed schedule is subject to the approval of my Manager.
 - Once approved, my participation in the Plan is irrevocable.

Proposed Schedule of Leave Days (5 Consecutive Days)

Beginning Date	Ending Date
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- For Option #2**
- I understand that the deductions will be made in each pay period for which the day or half day leave was taken.
 - The proposed schedule is subject to the approval of my Manager.
 - Once approved, my participation in the Plan is irrevocable.

Proposed Schedule of Leave Days

	Leave Day Date	1/2 Day (am or pm)	Full Day
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

EMPLOYEE SIGNATURE		DATE		
MANAGER APPROVAL				
NAME		TITLE		
SIGNATURE		DATE		
For Payroll Use Only				
Position Number	Earn Code	Monthly Amount	Start Date	End Date

DISTRIBUTION: Original to Human Resources Copy to Employee, Manager