
Staff Leaves - AUPE and Excluded Support Staff Policy

Department Policy Number

120 003

Effective Date

Revised November 22, 2004
Revised July 1, 1997

Purpose

Staff Members are eligible for various types of leaves in accordance with the Agreement. This policy provides a summary of information with respect to entitlement, eligibility, application, approval and maintenance of salary and benefits during a leave. The AUGC/AUPE Collective Agreement should be consulted for detailed information. Maternity, Paternity and Compassionate Care leaves are covered by policies 120 006 and 120 010.

Definitions

Agreement	Collective Agreement between Athabasca University Governing Council (AUGC) and Alberta Union of Provincial Employees, Local 069 (AUPE).
FTE	full time equivalent; 1820 hours per year
Staff Member	Permanent, temporary or casual Staff Members as defined in the Agreement and those Staff Members who have been hired on an Excluded Support (permanent or temporary) employment contract.
Work Days	Are calculated as Monday through Friday regardless of the Staff Member's original schedule and prorated for part-time.

Policy

The University recognizes that certain events may arise that requires a Staff Member to request leave from work as outlined in this policy.

Regulation

N/A

November 2004



Procedure

1.0 General

1.1 Leaves include paid and unpaid leaves:

- a. Leaves with pay include all leaves during which a Staff Member remains on full or partial salary.
- b. Leaves without pay include all leaves during which a Staff Member does not receive salary from the University. A Staff Member on Short or Long Term Disability or covered by Workers' Compensation is considered to be on a leave with pay as it relates to continuation of benefits in 1.4 below.

1.2 Leaves are prorated for part-time staff or in a partial year of employment.

1.3 Approval

- a. Requests for leave requiring prior approval or notification must be made in writing to the immediate Supervisor. The Leave Request form is found at <http://intra.athabascau.ca/forms/#hr>. The type, dates and explanation (if applicable) of the desired leave should be included.
- b. A copy of all requests and approvals must be forwarded to Human Resources.

1.4 Continuation of Benefits

- a. For leaves with pay, the University will continue to pay its share of the health benefits.
- b. For leaves without pay, continuation of health benefits is the responsibility of the Staff Member or the Staff Member may choose to cancel their benefits for this duration. Reinstatement of benefits would not occur until the Staff Member has returned to work for one (1) work day.

1.5 All leaves must be documented on the monthly time report unless otherwise noted.

2.0 Sick Leave - Casual Illness

Casual illness leave is granted on scheduled work days only. Flex or vacation days will not be rescheduled due to casual illness.

2.1 Eligibility/Entitlement

- a. Permanent and temporary Staff Members after three (3) months employment.



- b. Leave with pay for an illness of three (3) consecutive work days or less, up to a maximum of ten (10) work days in a calendar year.
- c. Leave entitlement is prorated for a partial year and part-time employment.

2.2 Application/Approval

The Staff Member who is unable to report for work due to illness should notify the immediate Supervisor or designate within one (1) hour of reporting time.

2.3 Salary & Benefits

- a. The Staff Member's salary and benefits continue as if not on leave.
- b. Vacation leave accrual continues during approved leave.

2.4 A Staff member may be required to provide acceptable proof of illness or be examined by a physician mutually agreed upon by a physician appointed by the University and the Staff Member's own physician:

- a. in the case of prolonged or frequent illness;
- b. where the University considers a Staff Member is unable to satisfactorily perform their duties due to disability/illness; or
- c. where there is an indication of misuse.

2.5 Upon receipt of authorization from the appropriate Supervisor, a Staff Member can take up to two and a half (2.5) hours' time off with pay for the purpose of attending a medical appointment for themselves only. Appointments should be scheduled, if possible, at the start of the day. Where the medical appointment does not take two and a half (2.5) hours, the Staff Member would be expected to be at work or return to work. This time off does not:

- a. apply to family members; or
- b. reduce casual illness leave entitlement and is not required to be reported on the monthly time report.

3.0 Sick Leave - General Illness

3.1 Eligibility/Entitlement

- a. Permanent Staff Members are eligible from date of hire.
- b. Temporary Staff Members are eligible after twenty-four (24) months of employment.



- c. Leave with pay for an illness greater than three (3) consecutive work days, as detailed in Article 23 of the Agreement.
- d. Leave entitlement is prorated for part-time employment.

3.2 Application/Approval

- a. The Staff Member who is unable to report for work due to illness should notify the immediate Supervisor or designate within one (1) hour of reporting time.
- b. A Staff Member who becomes hospitalized during a vacation period as a result of a serious illness or injury, may cancel the remainder of the vacation and use sick leave providing satisfactory proof of hospitalization.

3.3 Salary & Benefits

- a. The Staff Member will receive salary as per Article 23 of the Agreement.
- b. The Staff Member shall be eligible for the same benefits as if the Staff Member were not on leave, prorated for part-time.
- c. Vacation leave accrual continues during approved leave.

3.4 A Staff Member may be required to provide acceptable proof of illness (physician's note) or be examined by a physician mutually agreed upon by a physician appointed by the University and the Staff Member's own physician:

- a. in the case of prolonged or frequent illness;
- b. where the University considers a Staff Member is unable to satisfactorily perform their duties due to disability/illness; or
- c. where there is an indication of misuse.

4.0 Short Term Disability

4.1 Eligibility/Entitlement

- a. Permanent Staff Members hired after March 31, 1987 in a full or part-time capacity where part-time is 0.4 FTE or greater.
- b. Temporary Staff Members, after twenty-four (24) months continuous service, in a full or part-time capacity where part-time is 0.4 FTE or greater.
- c. After thirty (30) or fifty (50) work days of general illness leave, a Staff Member may be eligible for seventy (70) or fifty (50) work days Short Term Disability benefits to a maximum of one hundred (100) work days from date of disability.



4.2 Application/Approval

- a. General illness leave is closely monitored by Human Resources. One (1) month prior to the end of the general illness leave an application package will be forwarded to the Staff Member.
- b. The package will include the following forms: Plan Member's Statement (Staff Member to complete), TD1 and TD1AB (tax forms for the Staff Member to complete) and an Attending Physician's Statement (health care provider to complete). These forms may be forwarded directly to the insurance carrier, or returned to Human Resources to forward on the Staff Member's behalf.
- c. Human Resources will complete a Plan Sponsor's Statement and attach copies of the Staff Member's enrolment cards and job description.
- d. The Staff Member's Supervisor will be required to complete a Physical Job Demands Questionnaire.
- e. Adjudication of the claim by the insurance carrier will normally take two (2) weeks once all required documentation has been received.

4.3 Salary & Benefits

- a. The Staff Member's salary will cease once the general illness leave has been depleted.
- b. A successful claim for Short Term Disability shall receive seventy percent (70%) of pre-disability salary through automatic deposit directly from the insurance carrier on a weekly basis.
- c. The Staff Member is responsible for all taxes for such a payment.
- d. The Staff Member shall be eligible for the same benefits as if the Staff Member were not on leave, prorated for part-time.
- e. The University shall pay both the Staff Member's and its share of Public Service Pension Plan contributions.
- f. Vacation leave accrual continues during approved leave.

4.4 Appeal Process

- a. In the event the Staff Member's claim for benefits is not approved by the insurance carrier, the Staff Member may appeal the decision.
- b. The Staff Member may request to use accrued vacation leave as a bridge benefit during the appeal.



- c. The Staff Member shall be eligible for the same benefits as if the Staff member were not on leave, with the exception of pension, for a period of six (6) months or until the appeal decision has been made by the insurance carrier.
- d. Vacation leave accrual continues for the first two (2) months of leave without pay.
- e. The Staff Member will be provided with a Record of Employment as they may be eligible for illness benefits through Employment Insurance.

4.5 Rehabilitation

- a. When the health care provider has identified the need for accommodation, the process for bringing a Staff Member back to work in a safe and timely manner depends on achieving a successful balance between the demands of the job and the Staff Member's ability to meet these demands. The Staff Member, Supervisor, union/bargaining unit representative, and Return to Work & Benefits Coordinator will meet to review the Staff Member's abilities with the job demands, identify accommodations and develop the return to work plan. For more information, refer to the Abilities Management Policy.
- b. A Staff Member shall receive pay from the University for hours worked. The insurance carrier will offset this amount to a maximum of one hundred percent (100%) pre-disability earnings.

5.0 Long Term Disability

5.1 Eligibility/Entitlement

- a. Permanent Staff Members are eligible from date of hire.
- b. Temporary Staff Members are eligible after twenty-four (24) months of employment.
- c. After one hundred (100) work days combined general illness leave and/or Short Term Disability, a Staff Member may be eligible for Long Term Disability benefits based on the following definitions:

Totally disabled from their own occupation (during the first twenty-four months);

Totally disabled from any occupation (after twenty-four months).

5.2 Application/Approval

- a. General illness leave is closely monitored by Human Resources. Two (2) months prior to the end of the general illness and/or Short Term Disability leave, an application package will be forwarded to the Staff Member.



- b. The package will include the following forms: Plan Member's Statement, TD1 and TD1AB, insurance carrier Authorization to Release Information, CPP Authorization to Communicate Information, Deduction and Payment of CPP Benefits to an Administrator of a Disability Income Program (Staff Member to complete all forms) and an Attending Physician's Statement (health care provider to complete). These forms may be forwarded directly to the insurance carrier or returned to Human Resources to forward on the Staff Member's behalf.
- c. Human Resources will complete a Plan Sponsor's Statement and attach copies of the Staff Member's enrolment cards and job description.
- d. The Staff Member's Supervisor will be required to complete Part 2: of the Plan Sponsor's Statement titled information about the staff member's disability and job.
- e. Adjudication of the claim by the insurance carrier will normally take two (2) weeks once all required documentation has been received.

5.3 Salary & Benefits

- a. The University will cease the Staff Member's salary once the general illness leave has been depleted.
- b. A successful claim for Long Term Disability shall receive seventy percent (70%) of pre-disability salary through automatic deposit directly from the insurance carrier on the last banking day of the month.
- c. The Staff Member is responsible for all taxes for such a payment.
- d. The Staff Member shall be eligible for the same benefits as if the Staff Member were not on leave, prorated for part-time.
- e. The University shall pay both the Staff Member's and its share of Public Service Pension Plan contributions.
- f. Vacation leave accrual continues for the first two (2) months of Long Term Disability.

5.4 Rehabilitation

- a. When the health care provider has identified the need for accommodation, the process for bringing a Staff Member back to work in a safe and timely manner depends on achieving a successful balance between the demands of the job and the Staff Member's ability to meet these demands. The Staff Member, Supervisor, union/bargaining unit representative and Return to Work & Benefits Coordinator will meet to review the Staff Member's abilities with the job demands, identify accommodations and develop the return to work plan. For more information, refer to the Abilities Management Policy.



- b. A Staff Member shall receive pay from the University for hours worked. The insurance carrier will offset this amount to a maximum of one hundred percent (100%) pre-disability earnings.

5.5 Appeal Process

- a. In the event the Staff Member's claim for benefits is not approved by the insurance carrier, the Staff Member may appeal the decision.
- b. The Staff Member may request to use accrued vacation leave as a bridge benefit during the appeal.
- c. Vacation leave accrual continues for the first two (2) months of leave without pay.
- d. The Staff Member will be provided with a Record of Employment as they may be eligible for illness benefits through Employment Insurance.

6.0 Workers' Compensation

6.1 Eligibility/Entitlement

Workers' Compensation is a disability insurance system that protects a Staff Member against the impact of work-related injury or illness.

6.2 Application/Approval

- a. Once notification has been received of a work-related injury or illness, Human Resources will forward the applicable forms to the Staff Member.
- b. The Staff Member will complete the Worker's Report and forward to Human Resources.
- c. Human Resources will complete the Employer's Report and forward to the Workers' Compensation Board (WCB) within seventy-two (72) hours of receiving notification of injury or illness.
- d. For repetitive strain injuries, the Staff Member will be required to complete the Worker's Progressive Injury Questionnaire in addition to the Worker's Report and the Staff Member's Supervisor will be required to complete the Employer's Progressive Injury Questionnaire.

6.3 Salary & Benefits

- a. A permanent Staff Member's salary will continue at one hundred percent (100%), paid by the University, for a maximum period of one hundred (100) work days.



- b. A temporary Staff Member's salary will continue at one hundred percent (100%), paid by the University, for a maximum period of one hundred (100) work days or to the end of their term of employment, whichever is less.
- c. If the Staff Member has not returned to work by the one hundredth (100) work day, their salary paid by the University will cease and the Staff Member shall be paid in accordance to the rate prescribed by the Workers' Compensation Act, directly from Workers' Compensation.
- d. The Staff Member shall be eligible for the same benefits as if the Staff Member were not on leave, prorated for part-time.
- e. Vacation leave accrual continues from date of injury for one hundred (100) work days plus two (2) months.

6.4 Rehabilitation

- a. When the health care provider has identified the need for accommodation, the process for bringing a Staff Member back to work in a safe and timely manner depends on achieving a successful balance between the demands of the job and the Staff Member's ability to meet these demands. The Workers' Compensation Case Manager will arrange to meet with the Staff Member, Supervisor, union/bargaining unit representative and Return to Work & Benefits Coordinator to review the Staff Member's abilities with the job demands, identify accommodations and develop the return to work plan. For more information, refer to the Abilities Management Policy.

6.5 Appeal Process

- a. In the event the Staff Member's claim has not been accepted by WCB, the Staff Member may appeal the decision (within one year from date of original decision) by completing a Request for Review form to be reviewed by the WCB Decision Review Body.
- b. The Staff Member will be considered on approved general illness leave as long as a medical certificate supports the leave as outlined in this policy.

7.0 Court Leave

7.1 Eligibility

- a. Permanent and temporary Staff Members are eligible from date of hire.
- b. A Staff Member may be approved a leave with pay when:
 - i. summoned or subpoenaed as a witness or defendant in an official capacity for the University; or



- ii. summoned or subpoenaed in a private capacity; or
- iii. required to be present at jury selection or act as a juror.

7.2 Application/Approval

Reasonable notification is required to the Supervisor or designate.

7.3 Salary & Benefits

- a. The Staff Member's salary and benefits continue as if not on leave.
- b. Vacation leave accrual continues during approved leave.

7.4 All fees received by the Staff Member for this service must be paid to the University.

7.5 The University may require the Staff Member to provide a certificate of service from an Office of the Court before making any payment under this Article.

8.0 Special Leave

8.1 Eligibility

- a. Permanent and temporary Staff Members are eligible from date of hire.
- b. The Staff Member must be actively at work and not on a leave of absence to be eligible.
- c. Leave with pay up to a maximum of ten (10) work days in a calendar year.
- d. Refer to Article 25 of the Agreement for a complete listing of situations where a leave may be granted.
- e. Special leave may be granted more than once for the same circumstances within the calendar year, provided the total special leave granted does not exceed ten (10) work days per calendar year.
- f. Leave entitlement is prorated for a partial year and part-time employment.

8.2 Application/Approval

- a. Requests for leave requiring prior approval or notification must be made in writing to the immediate Supervisor. The Leave Request form is found at <http://intra.athabascau.ca/forms/#hr>. The type, dates and explanation (if applicable) of the desired leave should be included.
- b. Leave may be requested in full, half (1/2) and quarter (1/4) day intervals.



8.3 Salary & Benefits

- a. The Staff Member's salary and benefits continue as if not on leave.
- b. Vacation leave accrual continues during approved leave.

8.4 Additional special leave may be granted; exceptions require consultation with and approval by the Executive Officer.

8.5 Disaster conditions shall apply for a critical condition, which requires the Staff Member's personal attention (e.g., flood, fire, sewer back up) which cannot be served by others or attended to by the Staff Member at a time when they are normally off duty. When the leave is for extreme weather conditions it is the Staff Member's responsibility to attempt to get to work if they can safely. If this isn't the case, they must review the situation during the course of the workday and when the safety hazard has been removed, they are expected to be at work.

8.6 When leave is requested to attend courses, study for and write examinations, the course(s) must be approved by their Supervisor in the Staff Member's Learning Plan prior to enrolment.

9.0 Leave Without Pay

9.1 Eligibility

Permanent, temporary and casual Staff Members from date of hire.

9.2 Application/Approval

- a. Application for leave shall normally be submitted to the Supervisor or designate twenty-one (21) work days prior to leave.
- b. Requests for greater than five (5) work days requires consultation with the Executive Officer.
- c. Leave without pay requests are subject to operational requirements.

9.3 Salary & Benefits

- a. Salary will cease the first day of leave.
- b. The Staff Member must bear full cost of continued participation in health benefits.
- c. Vacation leave will continue to accrue during the first two (2) months of leave.
- d. The Staff Member has the option to continue pension contributions or purchase the leave upon return to work.



Approved by

President

Amended Date/Motion No.

Related References, Policies, and Procedures

Articles 23, 24, 25, 27, and 28 - [AUGC/AUPE Terms and Conditions Agreement](#)
[Abilities Management Policy](#)

Applicable Legislation/Regulation

[AUGC/AUPE Collective Agreement](#)
[Workers' Compensation Act](#)

Responsible Position/Department

This policy is maintained and administered by Human Resources. For further information, please contact the Compensation and Benefits Administrator or the Return to Work and Benefits Coordinator.

Keywords

Calendar year, employment year, FTE, work days