
Time Off for AUPE Convocation Workers Procedure

Policy Sponsor:	Vice-President Advancement
Name of Parent Policy:	Time Off for AUPE Convocation Workers Policy
Policy Contact:	Chief Development Officer
Procedure Contact:	Chief Development Officer
Effective Date of Procedure:	February 9, 2015
Review Date:	To be reviewed annually

Purpose

This procedure provides an orderly process for

- ensuring that an adequate number of Athabasca University employees who are members of the Alberta Union of Public Employees are available to work in support of AU's annual Convocation,
- compensating those AUPE employees who choose to do Convocation-related work for their contributions to Convocation, and
- ensuring that the operational requirements of the departments from which the employees are drawn are met, both during and after the Convocation period.

Procedures

1. AUPE employees can earn time off by working additional hours, beyond their regularly scheduled work hours, in support of Convocation only with the prior approval of their immediate supervisor.
2. Employees will keep a record of the number of additional hours that they have worked in support of Convocation and apply, through AU's Time Management System, as outlined in the [Overtime - Time Off In Lieu Policy](#), for an equal number of hours as time off.
3. Time off earned by working in support of Convocation should be redeemed within three months.



4. Employee requests to redeem earned time off will be granted at the discretion of their immediate supervisor, taking into consideration operational requirements of their work unit or department.
5. Supervisors are responsible for monitoring the levels of time off in support of Convocation and for ensuring that the accumulation of time off earned at any one time is in accordance with the [Overtime - Time Off In Lieu Policy](#).
6. If an employee who has earned time off by working in support of Convocation transfers to a different department of the university, the time off owed will be paid out by payroll unless alternative arrangements are made. Such time paid out at the time of transfer will be charged to the department in which the employee was employed when he or she earned the time off. If the department to which the employee is transferring should agree, at the request of the employee, the time off may be carried forward, and the receiving department will absorb the associated costs. Time off earned by an employee will not be affected if the employee transfers within a department unless Human Resources receives instructions to the contrary from the department head.
7. If an employee who has earned time off by working in support of Convocation ceases to be an employee of AU before the earned time off has been redeemed, the time off owed will be paid out by payroll and charged to the department in which the employee had been employed.

Related References, Policies, Procedures and Forms

[Time Off for AUPE Convocation Workers Policy](#)

[Overtime - Time Off In Lieu Policy](#)

[Collective Agreement between the Governors of Athabasca University and the Alberta Union of Provincial Employees on Behalf of Local 69](#)

History

Executive Group, February 9, 2015, (associated policy revised)

Executive Group, January 2002, (Associated policy approved)