



UNIVERSITY OF MANITOBA POLICY

Policy:	Support Staff Retirements
Effective Date:	November 18, 2008
Revised Date:	
Review Date:	November 18, 2018
Approving Body:	Board of Governors
Authority:	
Responsible Executive Officer:	President
Delegate: (If applicable)	Vice-President (Administration)
Contact:	Executive Director of Human Resources
Application:	Employees: All Support Staff (See List)

Group:

- (a) Support Staff Excluded from Bargaining Units as Members of the Board;
- (b) The Executive Staff (Support Staff Members only);
- (c) Excluded Management, Administrative and Professional Staff;
- (d) Medical Practitioners and Administrators;
- (e) Out of Province Support Staff;
- (f) Student Support Staff; and
- (g) All Support Staff in bargaining units.

Part I Reason for Policy

To provide guidance regarding the use of vacation entitlement, banked overtime and banked regular time off in conjunction with the planned retirement of support staff.

Part II Policy Content

The University of Manitoba, as an employer, will ensure that upon retirement a support staff member receives payment of all outstanding entitlements such as approved vacation carryover, vacations accrued for the year subsequent to the actual last day worked, banked overtime and banked regular time off with pay. However it is important to balance the support staff member's entitlements with the need to provide a smooth transition for the department, and to facilitate the training of the replacement as much as is possible without jeopardizing the operations of the department.

- 2.1 When a support staff member indicates his/her intention to retire the employee should determine the last day on which he/she will continue to attend work. In determining this date an employee may include the use of the current vacation entitlement for the year in which the retirement will take place. In this instance vacation may be used to extend the retirement date of the employee. In doing so the transition for the replacement may become more costly.
- 2.2 When an employee retires, the current year's vacation entitlement may not be used to qualify for a paid holiday or for payment of the Christmas-New Year's Break unless the employee returns to work in his/her position following the paid holiday or the Christmas-New Year's Break. The employee cannot extend the retirement date by using vacation to qualify for additional days off, without coming back to work before the retirement date.

Part III Accountability

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents is required.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

Part V Review

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is November 18, 2018.

- 5.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems necessary.
- 5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
- (a) comply with the revised Policy; or
 - (b) are in turn rescinded.

Part VI
Effect on Previous Statements

- 6.1 This Policy supersedes:
- (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein; and
 - (b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein.

Part VII
Cross References

Support Staff Retirements: Procedure

Vacations: Policy and Procedure

Paid Holidays: Policy and Procedure