



## UNIVERSITY OF MANITOBA PROCEDURE

<b>Procedure:</b>	<b>TEMPORARY ABSENCES FROM WORK</b>
<b>Parent Policy:</b>	Temporary Absences from Work
<b>Effective Date:</b>	September 19, 2006
<b>Revised Date:</b>	December 4, 2008 June 23, 2012
<b>Review Date:</b>	September 19, 2016
<b>Approving Body:</b>	Administration: President and/or Vice-President (Administration)
<b>Authority:</b>	Temporary Absences from Work Policy
<b>Responsible Executive Officer:</b>	President delegated to the Vice-President (Administration)
<b>Delegate: (If applicable)</b>	
<b>Contact:</b>	Associate Vice-President (Human Resources)
<b>Application:</b>	Employees: See list

These Procedures apply to the following employee groups identified in the Employee Organizations and Employment Groups Procedures:

1. Academic and Support Staff Excluded From Bargaining Units as Members of the Board;
2. Executive Staff;
3. Senior Administrative Academic Staff;
4. Administrative Academic Staff;
5. Geographic Full-time Staff;
6. Academic Staff in the U.M.D.C.S.A. Bargaining Unit;
7. Research Academic Staff;

8. Sessional Professional Academic Staff;
9. Other (Academic Staff);
10. Excluded Management, Administrative, Professional Staff;
11. Medical Practitioners and Administrators;
12. Nurses in Northern Manitoba;
13. Student Support Staff; and
14. Out of Province Support Staff.

## **Part I Reason for Procedures**

To set out Procedures secondary to the Temporary Absences from Work Policy, for the provision of opportunities for an employee to be absent from work for a variety of reasons.

## **Part II Procedural Content**

### **2.1 Temporary Absences from Work with Pay**

#### **2.1.1 Holidays**

Absences from work as a result of a statutory or University holiday are provided in the Holidays Policy or in the appropriate collective agreement.

#### **2.1.2 Vacation**

Absences from work as a result of a paid vacation are provided under the Vacation Entitlement Policy for Academic Staff, the applicable vacation policy for support staff or in the appropriate collective agreement.

#### **2.1.3 Sick Leave**

The Sick Leave Policy contains provisions for absences due to sick leave and where applicable, absences due to medical or dental appointments for full-time employees. The various collective agreements also contain provisions for sick leave.

#### 2.1.4 Bereavement Leave

2.1.4.1 An employee in a continuing appointment/position of one (1) year or more shall be granted time off with pay for four (4) regularly scheduled consecutive work days immediately following the death or becoming aware of the death of the employee's parent, spouse, brother, sister, child, mother-in-law, father-in-law or any second degree relative who has been residing in the employee's household.

- a) Where the funeral service is delayed, the employee will, upon request, be permitted to separate the days of bereavement leave to coincide with the date of the funeral service.
- b) Where an employee has been on vacation and becomes entitled to bereavement leave described above, he/she shall, upon request within five (5) working days of the end of the vacation, be entitled to substitute bereavement leave for vacation, as is appropriate.

2.1.4.2 An employee in a continuing appointment/position of one (1) year or more shall be granted time off with pay for one (1) regularly scheduled work day immediately following the death or becoming aware of the death of the employee's brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent or grandchild or to anyone for whom the employee is the primary care giver.

2.1.4.3 Where attendance at the burial/memorial service location resulting from a death under subsections 2.1.4.1 or 2.1.4.2 requires additional time lost from work in order to travel to and from that location, such bereavement leave may also include a reasonable amount of time off with pay, not to exceed two (2) days, to travel to and from the burial location.

2.1.4.4 Any employee who has been employed for a minimum of thirty (30) days is entitled to take up to three (3) days of unpaid leave for the death of a family member as defined in the Employment Standards Code of Manitoba. Family member in this context includes aunt, uncle, niece, nephew as well as close friends or neighbours who are considered to be a family member.

#### 2.1.5 Unscheduled Family Care

2.1.5.1 An employee in a continuing appointment/position of one (1) year or more shall be allowed up to one (1) regularly scheduled working day with pay, to a maximum of three (3) separate occasions during a fiscal year, to make unscheduled arrangements for the continuing care and supervision of a member of his/her immediate family where the family member's normal care giving arrangements (such as day care or home care) or a serious illness (such as a child with a fever or an accident or trauma) require the

employee to attend to and/or arrange for continuing care. Employees may also request the use of banked time, banked overtime and vacation time in order to continue to be paid for additional time required in excess of the amount provided above.

2.1.5.2 For the purpose of this provision, the term “the employee’s immediate family” means the employee’s parent, spouse or child.

2.1.5.3 An employee who has been employed for a minimum of thirty (30) days is entitled to take up to three (3) days of unpaid leave per year for personal illnesses or to take care of the immediate needs of the employee's family members as defined in the Employment Standards Code of Manitoba. Family member in this context includes aunt, uncle, niece, nephew as well as close friends or neighbours who are considered to be a family member.

#### 2.1.6 Witness or Jury Duty

2.1.6.1 An employee who is subpoenaed as a witness or called for jury duty shall continue to be paid at his/her basic rate of pay providing the employee remits to Payroll Services any monies received for appearing/participating, other than for reimbursement of expenses. The employee will be required to attend work during those scheduled working hours that he/she is not required to attend court proceedings.

2.1.6.2 The employee will be required to provide a copy of the document which requires him/her to appear as a witness or to participate in jury duty in order to be eligible for a paid absence.

#### 2.1.7 University Convocation

2.1.7.1 An employee in a continuing appointment/position for one (1) year or more will be allowed time off from the scheduled work day with pay to attend their own or a University convocation of a member of his/her immediate family as provided in subsection 2.1.5.2. Such time shall not exceed four (4) hours and shall be arranged with supervisor with a minimum of two (2) weeks of notice.

#### 2.1.8 University of Manitoba Examination

2.1.8.1 An employee in a continuing appointment/position for one (1) year or more will be allowed time off with pay from his/her scheduled work day to attend an examination for a University of Manitoba credit or non-credit course where the examination for that course conflicts with the employee’s work schedule. Such time shall not exceed four (4) hours and shall be arranged with supervisor with a minimum of two (2) weeks of notice.

## **2.2 Absences Without Pay**

Absences from work without pay are provided under the Leaves of Absence Policy or in the appropriate collective agreement.

## **2.3 Absences Without Notice**

An employee who is absent from work for three (3) consecutive working days without authorization may, at the employer's discretion, be deemed to have resigned without notice unless the employee can prove that a request for authorization was not possible due to circumstances beyond the employee's control.

## **2.4 Maintenance of Absence Records**

2.4.1 All departments and supervisors shall keep a record of all time off taken by an employee under their supervision. Any irregularities or persistent absences should be brought to the attention of the Dean, Director or Head of Administrative Unit and the unit's Human Resources Consultant.

2.4.2 The University has a Human Resource Information System that tracks employee attendance. Deans, Directors and Heads of Administrative Units shall ensure that attendance for employees within their faculty or unit is reported on a timely basis in accordance with the Human Resource Information System requirements.

### **Part III Accountability**

3.1 The University Secretary or the President is responsible for initiating a formal review of these Procedures.

3.2 The Associate Vice-President (Human Resources) is responsible for the communication, administration and interpretation of these Procedures.

### **Part IV Review**

4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this Procedure is September 19, 2016.

4.2 In the interim, these Procedures may be revised or rescinded if:

a) the Approving Body deems necessary (or the President deems necessary where the approving body is the Administration);

b) the relevant Policy is revised or rescinded.

**Part V**  
**Effect on Previous Statements**

5.1 This Procedure supersede:

- a) all previous Board/Senate Procedures, and resolutions on the subject matter contained herein;
- b) all previous Administrative Procedures, and resolutions on the subject matter contained herein; or
- c) Temporary Absences from Work Procedures (dated September 19, 2006).

**Part VI**  
**Cross References**

Temporary Absences from Work Policy

Leaves of Absence Policy

Leaves of Absence Procedures