

**SUBJECT:      DAYS OFF WITHOUT PAY**

### **1.      Purpose**

The University realizes that situations may occur where an employee requires days off without pay.

Days off without pay is for a period of five days or less. Employees requesting more than five days off without pay must follow the CUPE agreement or Exempt Employees' handbook.

### **2.      Scope**

This policy is applicable to both CUPE and Exempt Employees.

### **3.      Authority**

The Director of Human Resources is directly responsible through the Vice-President (Business & Finance) for the administration of this policy and procedures.

### **4.      Procedure**

Days off without pay, like vacation, must be requested in writing to an employee's supervisor. Days off without pay may be granted by the supervisor if the following criteria have been met:

- All current year vacation entitlement has been utilized;
- All vacation carry forward entitlement has been utilized; and
- All banked time has been utilized.

The supervisor has the right to deny days off without pay when service will be affected.

Supervisors are encouraged to contact the Payroll Administrator to determine the remaining vacation entitlement of an employee prior granting days off without pay.

