

 <b>THE UNIVERSITY OF BRITISH COLUMBIA</b> <b>Facilities</b>	<b>Procedure No.:</b> <b>I-A-PR8</b>	<b>Approval Date:</b>  <b>Last Revision:</b>
	<b>Responsible Executive:</b>	
	Signed:	
<b>Title:</b> <p style="text-align: center;"><b>DRAFT - PAID LEAVE AT CHRISTMAS</b></p>		
<b>Background &amp; Purposes:</b>  To provide a consistent and fair approach to the application of Article 18.10 Paid Leave (Christmas) in the CUPE 116 collective agreement, effective April 1, 1999 (same as of March 31, 2019) All employees who are normally scheduled to work shall be granted three (3) days leave of absence with pay to be taken between Boxing Day and new Year's Day unless they are required to work for operational reason. Such employees shall be paid at straight time and granted three (3) paid leave of absence days at some other mutually agreeable time.		

## 1. General

- 1.1. Each Facilities Group Department Director, and/or Manager should review their work force needs for the period of December 27<sup>th</sup> through January 1<sup>st</sup> (by a certain date?).
- 1.2. With the exception of staffing for essential services, emergencies, or other specific operational needs, all CUPE 116 staff will schedule their three (3) days leave between December 26<sup>th</sup> and January 1<sup>st</sup>.
- 1.3. Departments requiring employees during the period of December 26<sup>th</sup> – January 1<sup>st</sup> should request volunteers from their work force to work during this time.
- 1.4. Should there not be enough volunteers to meet working requirements, employees will be selected to work during the period stated above in the order of least senior first, provided requirements of the job can be met.
- 1.5. Employees scheduled to work during the period should have their leave accommodated during the week prior to December 25<sup>th</sup>, after January 1<sup>st</sup>, or at some other mutually agreed upon time.
- 1.6. It is preferable to have the paid leave time for employees scheduled before the end of the fiscal year and at the very latest within 12 months of the benefit being earned.
- 1.7. Employees not normally scheduled to work during this time are not eligible for this benefit.
- 1.8. Leave time will be charge to earn code "Z" on all time cards and time