

## SEASONAL CLOSURE 2018

### ***Statutory Holidays:***

- Tuesday, December 25 and Wednesday, December 26, 2018 are the statutory holidays for Christmas Day and Boxing Day.
- Tuesday, January 1, 2019 is the statutory holiday for New Year's Day.

### ***The following are the provisions or recommendations by employee group:***

#### **BCGEU**

##### **▪ REGULAR STAFF**

A "regular" staff member means an employee who has an ongoing appointment with no end date.

Article 57 – Winter Holiday Leave Provisions in the BCGEU collective agreement will apply. Regular employees will be granted three additional days leave of absence to be scheduled subject to operational requirements.

Should regular employees be required to work during their scheduled Winter Leave, due to unforeseeable circumstances, they will be paid at their regular rate of pay and be granted the equivalent number of days (up to three days) off with pay at some other mutually agreeable time.

With reasonable notice, regular staff will be required to submit a leave request to their supervisor for December 27, 28, and 31, 2018 unless they are required to work for operational reasons. Employees may take Winter Leave (maximum of 3 days) and/or vacation time for these days to avoid loss of pay. Please note that Winter Holiday Leave days cannot be carried over into the upcoming calendar year.

##### **▪ AUXILIARY STAFF**

An "auxiliary" staff member means an employee who has a temporary appointment with an end date.

Article 16.2 (h) (1) Christmas Floater: A day's leave of absence with pay shall be granted by the University to auxiliary employees who are scheduled to work, except those designated by the University to remain on duty in keeping with operational requirements. This year the Christmas Floater will be on December 27. Those auxiliary employees who are designated to remain on duty on the Christmas Floater shall receive a day off in lieu within the following 12 months.

Auxiliary Staff are paid hourly and should not include December 28 and 31 on their timesheet if they do not work those days.

##### **▪ RESEARCH ASSISTANTS**

Research Assistants will follow the procedure for BCGEU Auxiliary Staff as noted above if they are paid hourly. If they are paid semi-monthly, then their entitlements are the same as regular members.

## **EXECUTIVE ADMINISTRATIVE STAFF**

Executive Administrative staff normally scheduled to work on the days between Boxing and New Year's Days will be granted leave of absence with pay unless they are required to work for operational reasons. If required to work they will be paid their regular wages and granted three paid leave of absence days at another mutually agreed upon time. Employees who are not normally scheduled to work on these days are not eligible for this paid leave.

## **ASSOCIATION OF ADMINISTRATIVE AND PROFESSIONAL STAFF (AAPS)**

The Agreement with AAPS, representing Management and Professional Staff, takes a different approach to "Christmas Leave". Article 10.4 of the AAPS Agreement recognizes that AAPS members may be called upon to work significant additional hours, dependent upon the nature of their specific assignment. The Article provides guidance to supervisors and staff members on different means of compensation or other offsetting benefits. Several examples are provided, including paid leave for these three working days. Article 12.10 specifically deals with paid "Christmas Leave" and states:

"...in order to offset significant amounts of hours of work over and above the usual job requirements, employees who are normally scheduled to work may 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 reasons."

This is not an entitlement to paid leave nor is there provision for carryover. It is, however a means, within operational requirements, to compensate Management and Professional Staff if they have worked significant additional hours over and above the usual job requirements. It may also be provided as a form of recognition for other contributions of these staff members.

## **EXCLUDED MANAGEMENT AND PROFESSIONAL STAFF**

The terms and conditions of employment of this group mirror those of AAPS. We recommend that, based on operational requirements, supervisors of excluded Management & Professional Staff should consider paid "Christmas Leave" as one form of recognition for the contributions of these staff members, including their significant additional hours of work.

## **SERVICE UNIT DIRECTORS**

Employees in this group have usually had their terms and conditions of employment benchmarked against those provided to management and professional staff. They are not covered by the AAPS Agreement however and the terms of their employment relationship have been the subject matter of negotiation between individual employees and their supervisors. Human Resources recommends that the general guideline of using the paid "Christmas Leave" as one form of recognition for the contributions of these staff members, including their significant additional hours of work.

***If you have any questions or would like to review your particular situation, please call Human Resources at 807-8833 or email your HR Advisor either [janna.fisk@ubc.ca](mailto:janna.fisk@ubc.ca) or [terri.jones@ubc.ca](mailto:terri.jones@ubc.ca) for further clarification.***