 <p style="text-align: center;">LEAVE</p>	<p style="text-align: center;">Human Resource Manual</p>
<p style="text-align: center;">Optional Leave/Voluntary Unpaid Leave</p>	<p style="text-align: center;">Section 1315</p>

Optional Leave/Voluntary Unpaid Leave

PURPOSE

1. This section defines the provisions of the Optional Leave/Voluntary Unpaid Leave Program that allows employees to take additional self funded paid leave during the fiscal year.

APPLICATION


2. These guidelines and procedures apply to all employees except those in the NTA bargaining unit.

DEFINITIONS

3. **Optional Leave** means the voluntary program available to managerial and excluded employees who are eligible to accumulate and use an extra five days paid leave in a fiscal year through payroll deductions.
4. **Voluntary Unpaid Leave** means the voluntary program available to employees in the NEU bargaining unit who are eligible to accumulate and use an extra five days paid leave in a fiscal year through payroll deductions.

PROVISIONS


5. Participation in the programs will require an ongoing payroll deduction of 1.92% of regular salary for a complete fiscal year. This will allow the employee to take an additional five days of leave with pay during the fiscal year in which the leave is accumulated.
6. All employees eligible for the programs will be given the option of participating.
7. Once an employee has decided to participate in the program, he/she will not have the opportunity to change the option until the next fiscal year. Employees who do decide to change their option must provide a written notice to Compensation and Benefits at least four (4) weeks before the commencement of the Government's fiscal year beginning April 1.
8. All participating employees on strength at the beginning of each fiscal year will receive an advance credit of five (5) days of leave to be used throughout the fiscal year.

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9. Employees hired part way through the fiscal year will be given the opportunity to participate in the programs and they will be provided with leave equivalent to the amount of deductions taken from their salaries.
10. Granting of leave will be subject to operational requirements being met to the satisfaction of the Deputy Head or the designate.
11. Any employee who terminates employment with paid unused leave credits from these programs will be reimbursed the full amount deducted from salary. Leave used but not yet paid through payroll deductions will be recovered from final pay.
12. Unused leave credits from these programs will be paid out at the end of the fiscal year.
13. The Deputy Head or designate may decide to require employees to take earned vacation leave before paid leave from these programs are approved.

AUTHORITIES AND REFERENCES

14. Main Collective Agreement with NEU
Article 18.11 – Voluntary Unpaid Leave
15. Senior Managers' Handbook
Leave
16. Excluded Employee's Handbook
Leave

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Optional Leave/Voluntary Unpaid Leave	Section 1315

CONTACTS

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