

## SEASONAL CLOSURE

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 44 of the collective agreement provides that when Christmas Day falls on a Tuesday, as it does this year, employees will be granted a day’s leave of absence with pay on December 24<sup>th</sup>. Those employees who are designated to remain on duty shall receive a day off in lieu within the following 12 months.

BCGEU employees will be required to submit a leave request to their supervisor for December 27, 28 and 31, 2007. This is normally booked as vacation but a leave without pay may be requested when the employee does not have any vacation time remaining for the 2007 calendar year. A leave of absence without pay should be submitted on the UBC form called “Leave of Absence Form” found at [http://www.hr.ubc.ca/files/ms\\_word/leave\\_of\\_absence\\_form.doc](http://www.hr.ubc.ca/files/ms_word/leave_of_absence_form.doc)

### ▪ **BCGEU AUXILIARY STAFF**

Auxiliary Staff are paid hourly and should not include December 27, 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, they should submit a leave of absence without pay form for December 27, 28, and 31 if they do not work those days.

### • **EXECUTIVE ADMINISTRATIVE STAFF**

Although it is not yet reflected in the Handbook, it was agreed at UBC in 2001 that those in the Executive Administrative group who are 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 10.04 of the AAPS Agreement recognizes that staff members are called upon to work significant additional hours of work. 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 12.9 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 for their significant additional hours of work 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 807-8619 or email [tena.mckenzie@ubc.ca](mailto:tena.mckenzie@ubc.ca)