



18 February, 2014

Leave Types - Definitions and Guidelines

The PSUAD offers employees a variety of leave options. However, not all are applicable to all employees and some are only available under certain circumstances. To assist employees in the correct use of leave types and the on-line leave system, the following guidelines have been provided. In no case are the guidelines intended to replace the language in the policy manual relating to leave benefits. If an employee has a question or comment they may contact their Head of Department or the HR Department.

1) Annual: *(please note that the automation of how annual leave for staff is accrued, and how SSHR Oracle presents leave, is currently being developed in consultation with IT services)*

- This leave type is only for staff positions (and Paris Expats in staff administrative roles). Faculty vacation is tied to the University calendar.
- Annual leave requires the pre-approval of the Head of Department. Supervisors will give consideration to operational needs when scheduling leave. Note that leave is not normally approved within the probationary period.
- Think of your annual leave as a “bank account” that you can draw down from. The balance in your “account” is your current anniversary year’s entitlement (eg. 25 days), plus any leave from the prior year you have carried forward. For employees hired prior to January 2014, there may also be some “old” leave carried forward.
- Annual leave should be taken within the anniversary year in which it is accrued. However, up to 25% of leave that is not taken within the anniversary year may, with the HOD’s permission, be carried over to the next year’s entitlement – but this carry-over must be used within 3 months of the new contract year. Annual leave not used by the end of this 3 month period will be forfeited (ie. Use it or lose it).
- The system will automatically add entitlement days to your bank on your anniversary.
- You cannot borrow from future years entitlement. If your current years bank is empty, you will only be able to book into the next year if the anniversary date falls within the requested vacation period.
- You can view your current balance at any time as well as see previous, pending and future approved leaves.
- Employee can request an amendment to any leave approved by their HOD (i.e. update approved leave). This can be done at any time up to 30 days after the leave (i.e. last day of vacation + 30 days). Any amendment required after this date cannot be proceeded by the system and the approving HOD should contact HR to discuss.
- While you will have access to your entitlement at the start of your anniversary year, you will not have yet “earned” this leave. What this means is that if you take the full entitlement at the start of your anniversary year and then immediately leave the University you will be required to repay the leave.

2) Sick

- Employees can be absent for a maximum of 15 working days with full pay per anniversary year. Additional sick leave requests are processed at ½ pay for 16-45 days and with no pay for 46 to 90 days.
- The system will automatically add entitlement days based on anniversary date – there is no carry-forward of un-used sick days.
- Sick leave requests of more than 3 working days require the employee to submit a doctor's note to their supervisor/HOD (note that where utilization concerns arise, the University reserves the right to request doctor's notes for shorter periods).
- Heads of Departments can approve leave up to the annual maximum.
- Sick leave requests from an employee already on another type of leave (eg. on annual vacation) will not be processed.
- Absence for long term illness or injury recovery beyond 15 days can be recorded on the leave system but requires HR involvement before processing. Employees should note that sick leave requests of greater than 15 working days require an attested local medical certificate accompanied by a medical report from a local medical authority. Such requests require approval of the DVC Administration.
- Note that Paris Expats have specific policy language covering long term leave.

3) Compassionate

- This leave type is for death of an employee's spouse or immediate relative (father, mother, grandparent, parent-in-law, sibling, child).
- The maximum permitted with pay is five consecutive working days. Leave requests beyond the five days should be entered as "vacation" or "unpaid leave".
- Heads of Departments may approve this leave with supporting documentation.

4) Long Bereavement (Eddah)

- This leave type is only available for married Muslim women upon the death of her husband.
- The duration of this leave type is 4 months + 10 calendar days which equals to approximately 98 working days.
- Heads of Departments may approve this type of leave.

5) Hajj

- This leave type is for Muslim employees who have completed at least one year of service.
- Hajj leave may be requested for up to 20 calendar days of paid leave and is inclusive of any University holidays that fall during the leave period.
- Heads of Departments may approve this leave subject to operational requirements.
- The University only provides paid leave for an employee's first pilgrimage. Should an employee wish to take a further Hajj leave they will need to request annual vacation time.

6) Maternity

- This leave type is only for married women.
- Duration is 60 calendar days which equals approximately 44 working days.

- Additional leave may be requested. If the employee has vacation time they may request annual leave. Alternatively, they may request unpaid time through the normal requesting process for unpaid leave or, where applicable, request sick leave.
- Heads of Departments may approve this leave subject to validation by HR.
- Note that Paris Expats are covered by specific policy language.

7) Paternity

- This leave is only for married men.
- Regular employees (excluding Paris Expats) are entitled to 2 working days off with pay which must be taken within 30 calendar days of their child's birth
- The employee must provide HR with a copy of the child's birth certificate.
- Heads of Departments may approve this leave subject to validation by HR.

9) Unpaid

- Unpaid leave is normally only granted for extenuating circumstances. Employee must submit a reason with their request.
- Once the Head of Department approves, the request will go to HR for processing. HR will seek approval of the relevant Deputy VC and process accordingly.
- Requests for leave of greater than 6 months require review by the HR Committee, approval of the Vice Chancellor and may result in suspension of housing allowance or housing entitlement.
- Paris Expats are not entitled to apply for unpaid leave

10) Faculty Academic Leave

- This leave is only available to regular faculty and Paris Expats in faculty roles.
- Before entering the request into Oracle SSHR, the faculty member should submit the request, supported by written justification, to their HOD for initial review and approval.
- Once HOD approval is obtained the written request will go to the Academic Affairs Council (through the DVC Academic Affairs) and they will review the request giving consideration to the potential impact on students, the academic merit of the activity to be undertaken during the period of leave and its alignment with the mission and vision of the PSUAD. Recommendations from the Council will go to the VC for approval.
- Only after the requestor has received approval from the VC should they enter the request into the Oracle SSHR system (and append the approval documentation)
- While a request for academic travel may be submitted at the same time as the academic leave is requested, faculty should note that approval for academic leave does not automatically result in approval for related academic travel (please see the relevant HR Department corporate travel process guidelines).

11) Off site leave related to Business or Professional Travel

- Leave associated with business or professional development travel is covered off in the relevant HR Department corporate travel process guidelines. As such, there is no need to make a second separate request through the on-line leave system.