

**SPECIAL LEAVE ENTITLEMENT**

- Requests for leave **require the authorization** of the Supervisor or Trustholder (as applicable).
- All days are defined as **working days**.
- Leave **only** applies to hours or days for which the employee is **scheduled to work**.
- **Eligible part-time** employees: leaves are prorated based on **normal hours worked**.
- There is no limit on the number of times a “*type of leave*” is used in a fiscal year, **providing it is within: a)** the overall maximum, and **b)** the maximum for each occurrence.

Types of Paid Leave		Casual 1	Casual 2	Auxiliary	Regular
Compassionate Leave <sup>3</sup>	Sudden <sup>1</sup> or serious <sup>1</sup> illness within immediate family <sup>2</sup> to care for or to arrange for care of person or child of person <sup>3</sup>	Not eligible (may request Leave Without Pay)	2 days		
	Required to be absent for grave illness in family <sup>4</sup>		At the discretion of the Employer / Trustholder (normally up to 2 days)		
	Death in family <sup>4</sup>		3 days + up to 2 days travel time, if necessary		
	Funeral for other than family <sup>4</sup>		1 day		
	Sudden or serious illness of other than family <sup>4</sup>		Under warranted conditions (refer to Collective Agreement)		
	Death of other than family <sup>4</sup>		Under warranted conditions (refer to Collective Agreement)		
Family Medical Appointments	Attending a medical appointment for an immediate family <sup>2</sup> member	Not eligible (may request Leave Without Pay)	Not eligible (may request Leave Without Pay)	1 day	
Other Special Leave	Emergency <sup>1</sup> or disaster <sup>1</sup> demanding immediate personal attention or preventing attendance at work	Not eligible (may request Leave Without Pay)	Not eligible (may request Leave Without Pay)	1 day <sup>5</sup>	
	Birth or adoption			1 day or less <sup>5</sup>	
	Moving			1 day. <sup>5</sup> Does <b>not</b> apply if employee has submitted resignation prior to moving date.	
	Citizenship Hearing			1 day <sup>5</sup>	
Overall Maximum		Zero	35.5 hours per fiscal year	10 days per fiscal year (refer to Collective Agreement)	

<sup>1</sup> See applicable definition(s) outlined in [Guidelines for Administering Special Leave Provisions](#).

<sup>2</sup> **Immediate family** is defined as: the employee’s spouse, child, mother or father.

<sup>3</sup> Compassionate Leave **does not** include taking someone to a **non-emergency** medical, dental, optical or other such appointment. See attached Guidelines for further clarification.

<sup>4</sup> **Family** is defined as: the employee’s son, daughter, brother, sister, spouse (including common-law), parent, parent-in-law, grandparent, or husband or wife of any of these.

<sup>5</sup> For **Operating Support Staff**: as stated. For **Trust Support Staff**: if permitted by the funding source / Trustholder.

This bulletin is produced by Human Resources Consulting Services at the University of Alberta. For more information on this topic, please contact your [Employment & Pay Advisor](#) at 780-492-4555.

Revised May 2017