



## PERSONAL DAY LEAVE

**Q.1 What is it? Who does it apply to? And what can it be used for**

A.2 This is a leave with pay to be taken at the discretion of the employee. It will apply to all full time CAT II employees as well as all full time CAT I non unionized employees. This leave can be taken for any personal reasons for which you do not need to provide a reason.

**Q.2 When will it be effective?**

A.2 This new leave will be available as of 1 January, 2019. The personal leave from January 2019 must be taken prior to 31 March 2019. On 1 April 2019, a new personal day will be added to your leave balance and it must be taken within the fiscal year.

**Q.3 Can it be taken in hours or half days?**

A.3 This leave can only be taken as a one-day occurrence and cannot be split into hours or half days.

**Q.4 Do I need to give a reason to my manager when requesting this leave?**

A.4 No, but the request must be submitted and approved in Workforce.

**Q.5 Will this leave be based on the calendar or fiscal year?**

A.5 This leave must be taken within 1 fiscal year (1 April to 31 March).

**Q.6 Will I be allowed to carry this day over to the next fiscal year if I don't take it within the fiscal year?**

A.6 This new leave cannot be carried over to the next year and will be removed from the bank of leave available if not taken within the same fiscal year.

**Q.7 How will you reflect this change in leave into the respective Collective Agreements that do not already have this leave included? Will it have to wait until the CA has been negotiated before it comes into effect?**

A.7 You are not eligible for a personal day until it is included in your collective agreement. All provisions in collective agreement must be negotiated between the Employer and the union during the negotiation process.

**Q.8 Why can't I have multiple personal days instead of Family Related Leave?**

A.8 The aim of Family Related Leave is to assist employees in the form of paid leave to care for situations affecting family members under their responsibility or care. The criteria that define family members and the type of situations for which Family Related Leave can be used for are flexible enough to care for today's reality. Personal days are like a vacation day and therefore do not fall under the Family Related Leave purposes.