Information for AAG Meeting

From the Faculty of Arts HR Advisor’s Office

January 5, 2010

9:30 a.m.

Leacock 738

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| **TOPIC** | **PRESENTER** |
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| 1. **Vacation –** Information Brought Up by Internal Audit  * Employees taking vacation before It is earned; some on an annual basis. This should not happen. Goes against Collective Agreement or Personnel Polices AND Normes de Travail. To contact HR Advisor to discuss if exceptional reason. * Employees not taking vacation at all and/or forwarding it to next year; some on an annual basis. Goes against Collective Agreement or Personnel Polices AND Normes de Travail. To contact HR Advisor to discuss if exceptional reason. | kathy |
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| 1. **Article 28.06 in Collective Agreement**   The reference year for vacation purposes is from June 1 to May 31. Vacation earned by an employee during a reference year shall be vested in the employee as of the end of that reference year and may not be taken prior to the first (1st) day of the following reference year, except for sessional employees who must take vacation in the year in which it is vested. |  |
| 1. **Administrative Handbook – Personnel Policies** |  |
| 5. Administrative Procedures **5.1** The reference year for vacation purposes shall run from June 1 to May 31. Vacation earned by an employee during a reference year shall be vested in the employee as of the end of that reference year and may not be taken by the employee prior to the first day of the following reference year.  **5.2** Pursuant to the *Labour Standards Act of the Province of Quebec*, the vacation vested in an employee must be taken in full within twelve (12) months following the end of the reference year in which it is earned, and cannot be replaced by a compensatory indemnity whether at the request of the employee or the University. **To contact HR Advisor to discuss if exceptional reason**. |  |
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| **Munaca – lunch Period**  **Article 20.01 – Hours of Work -** the daily schedule of hours includes an unpaid lunch period of one and a quarter (1.25) hours per day.  However, as per Article 21.03, the method of scheduling etc. shall be determined by the management of each department or faculty.  Some Faculties follow it by the book.  The Faculty of Arts in general goes with 1 ½ lunch (90 minutes); no breaks, unless an employee does want the other 15 minute rest period.  Historically, a lot of employees like the 90 minute lunch, particularly if taking staff fitness courses or the lunch-time French courses, or even for doctor’s appointments. |  |
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| **Munaca - Breaks** |  |
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| **Article 21.01 – Rest Periods** – all employees may take one (1) fifteen (15) minute rest period per complete continuous regular half-day of work, without loss of salary.  That would mean if an employee works 6.75 hours a day, the employee is entitled to two (2) fifteen (15) minute rest periods. |  |
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