



UNIVERSITY OF
CALGARY
QATAR
جامعة
كالغاري
قطر

Departmental Policy

Departmental Procedure
Instructions/Forms

UCQ Absence from Work Policy

Classification Human Resources	Table of Contents Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Responsibilities 5 Related Procedures 6 History 7
Approval Authority Associate Vice-President (Human Resources)	
Implementation Authority Human Resources Partner, UCQ	
Effective Date August 5, 2011	
Latest Revision August 5, 2011	

- Purpose** 1 The purpose of this policy is to support work / family life balance.
- Scope** 2 This policy applies to Employees working in support staff and management and professional staff positions at UCQ.
- Definitions** 3 In this policy
- “Appropriate Manager” means the Dean, Director, Head of Administrative Unit, Department Head or Department Manager to whom the Employee would normally report. In the case of research assistants, the Appropriate Manager is the faculty member who holds the research funding and to whom the Employee reports.
 - “Employee” means an individual who is engaged to work for the University of Calgary under a contract of service, that is, there is an employer-employee relationship between the individual and the University. For clarity, this term includes support staff, management and professional staff, the senior administration group, researchers, and faculty members.
 - “UCQ” means the University of Calgary – Qatar.

4 Appointments

- 4.1** Employees will make every effort to schedule appointments outside of their regular working hours.
- 4.2** When this is not possible, Employees will schedule appointments at times which will least interfere with the Employee's work.
- 4.3** The Employee will obtain approval for the absence from the Appropriate Manager in advance of the appointment.
- 4.4** The Employee will also document the leave by completing the online Leave Request form.
- 4.5** A period of absence which is due to a medical, dental, optical, physiotherapy appointment, or an appointment with a psychologist when required by a physician, may be granted without loss of pay and without deduction from sick leave provided that the period of absence does not exceed two and one-half (2 ½) hours in the day that the absence occurs.
- 4.6** Absences in excess of 2 ½ hours for any of the purposes listed at 4.5 will be charged against the Employee's sick leave.
- 4.7** The Appropriate Manager may require the Employee to submit proof of attendance when time off from work is granted to attend such appointments.

Serious Illness or Accident

- 4.8** A leave of absence may be granted in case of serious illness or accident to the Employee's immediate family or for a similar valid reason.
- 4.9** The Employee will submit a request for a leave of absence or to extend a leave of absence to the Appropriate Manager in writing.
- 4.10** If possible, the Employee will also document the leave by completing the online Leave Request form.
- 4.11** The leave of absence will be without pay and without paid allowances.
- 4.12** The Employee will not accrue vacation entitlement during the leave without pay.

5 Approval Authority

- ensure appropriate rigour and due diligence in the development or revision of this policy.

Implementation Authority

- ensure that University staff are aware of and understand the implications of this policy and related procedures;
- monitor compliance with the policy and related procedures;
- regularly review the policy and related procedures to ensure consistency in practice; and

- sponsor the revision of this policy and related procedures when necessary.

Instructions/Forms 6 Leave Request

History 7 *Approved:* accepted by the JOB Executive Committee, May 24, 2011; approved by the Associate Vice-President (Human Resources), August 5, 2011.

Effective: August 5, 2011