

# STUSAU MEMO

## Guidelines for claiming leave and time off

### STUSAU Collective Agreement

- Bank Time Taken**.....Article 17.10  
Bank up to 40 hrs per year. Claim as “Overtime” on timesheet to bank/payout. Must claim within 6 months.
- Bereavement Leave**.....Article 26.04  
Immediate Family: Maximum 5 working days.  
Family: Maximum 3 working days.  
Other: 1 working day.  
Also paid leave for travel to maximum of 2 working days.  
Pallbearer: ½ day (plus ½ day travel time if approved by HR).
- Call Back** .....Article 18  
Claim either 3 hours to a max of 8 hours OR for all time worked, whichever is greater. Claim minimum 30 minutes at OT rate for work that can be completed at home.
- Career Development Leave**.....Article 24  
Leave (with pay), but can’t claim overtime or travelling time.
- Compassionate Leave**.....Article 26.08  
1 day per year (with pay) for emergency in your personal life (ex. Serious medical condition with significant risk of death).  
Up to 8 weeks (without pay, apply for EI benefits @ 55%) to provide care or support for close family member.
- Convocation Leave**.....Article 26.11  
1 day (with pay) per certificate, degree or diploma awarded to you.  
½ day (with pay) per certificate, degree or diploma awarded to an immediate family member.
- Court Appearance**.....Article 26.06  
Claim days (without pay) for as long as needed but you can use up vacation or overtime first.
- Court Leave**.....Article 26.05  
Claim days (with pay) for Jury Duty for as long as needed.
- Education Leave**.....Article 24  
Leave (without pay) for varying periods of up to 1 year.
- Family Related Leave (with pay)**.....Article 26.07  
1 day for medical/dental for a dependant per situation.  
Up to 2 days for care of sick family member per situation.  
1 day for medical/dental/legal for yourself per situation.  
1 day for family emergency for yourself per situation.  
Up to **5 days total per year** for above types of Family Related Leave.  
Note: You can break up a day into smaller blocks of time (ex. 1 day = 7 one-hour appointments or 1 day = 14 half-hour appointments)

<b>Family Related – Parental Leave (with pay)</b> .....	Article 26.07
Up to <u>3 days</u> per situation for the birth or adoption of a child. This is separate from Parental/Adoption Leave.	
<b>Leave Without Pay (General)</b> .....	Article 26.02
Maximum of <u>12 months</u> (or more with approval from HR).	
Political Leave: Up to <u>1 term</u> of office.....	
	Article 26.03
<b>Maternity Leave</b> .....	Article 26.12A
17 weeks @ 100% salary, then switch to Parental Leave. plus any additional Sick Leave needed prior.	
<b>Overtime</b> .....	Article 17
Bank up to 40 hours per year. See Article 17 for rates and deadlines to claim (October 1 <sup>st</sup> for certain departments).	
<b>Parental/Adoption Leave</b> .....	Article 26.12B
Parental: <u>35 weeks</u> per child = 14 weeks @ 100%, then 21 weeks @ 55% (EI only).	
Adoption: <u>35 weeks</u> per child = 17 weeks @ 100%, then 18 weeks @ 55% (EI only).	
<b>Sick Leave</b> .....	Article 36
Rate: 1.25 days per month for all employees = <u>15 days per year</u> to maximum of 260 days.	
<b>Standby Hours</b> .....	Article 19
Claim <u>1 hour</u> for each <u>4 hour period</u> spent on standby.	
<b>Stuck Day (Admissions Counsellors)</b> .....	Article 40.07
<b>&amp; Stuck Day Taken (Admissions Counsellors)</b> .....	Article 40.07
Up to <u>8 days per year</u>	
<b>Union Business – Union Activities (Leave with Pay)</b> .....	Article 25
Up to <u>250 hours</u> leave (with pay) to members of the bargaining unit (excluding other committee work which is not claimed on timesheets) to attend PSAC meetings and related union meetings, related training, local administrative or executive duties, grievance or arbitration.	
<b>Union Business – Negotiations</b> .....	Article 25
Up to <u>300 hours</u> leave (with pay) to members of the bargaining unit for negotiation prep, negotiation or grievance procedures/meetings. Note: Over 300 hours claim as leave without pay.	
<b>University Closure/Adverse Weather</b> .....	Article 50
University Closure days do not need to be claimed on timesheet.	
For Adverse Weather, once pre-approved by the supervisor:	
1) To be absent for the whole day, you can <u>take vacation leave, take a leave of absence without pay, use banked overtime, or make up the lost time.</u>	
2) To arrive late or to leave early you will be <u>required to make up any lost time over two (2) hours.</u>	
<b>Vacation Leave</b> .....	Article 23
Rates:	
1.25 days per month for 1-7 completed years of service = <u>15 days per year.</u>	
1.67 days per month for 8-17 completed years of service = <u>20.04 days per year</u>	
2.08 days per month for 18 years completed years of service and over = <u>24.96 days per year</u>	
Any unused days above your annual entitlement get paid out at year end.	
<b>Workers Compensation Leave</b> .....	LOU pg. 114

Leave (without pay) due to accident or occupational disease, covered by [Workers' Compensation Act](#) of New Brunswick.

**LEAVE NOT ON THE TIMESHEET DROP-DOWN LIST**

**Religious Holidays**.....Article 26.10  
Claim as vacation time, overtime or leave without pay.

**Designated Paid Holidays**.....Article 22  
To claim, treat as overtime

**Self-Funded Leave**.....Article 26.13  
From 3 months to 12 months

**For more information about these guidelines or how to claim time off contact:**

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**For more information about your Collective Agreement contact:**

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