The Personal Leave Plan (PLP) is a voluntary program offering five (5) days of leave without pay, based on an employee’s FTE. The cost to the employee is spread evenly over the entire Plan Period (July 1, 2018 - June 30, 2019).

The PLP offers the opportunity for staff to take additional leave, while producing cost savings for individual departments. Staff members who participate in the plan will have a salary deduction, referred to as “Personal Leave Deduction,” that will be applied over the twelve (12) month period, July 1, 2018 to June 30, 2019. All five (5) Personal Leave days must be taken within this period.

1. **Who is eligible?**
   - Regular support staff
   - Salaried, benefited Auxiliary support staff with an appointment commencing on or before July 1, 2018 and ending on or after June 30, 2019

2. **Who is not eligible?**
   - Employees in Recurring, Auxiliary (hourly), or Casual positions
   - Auxiliary employees with an end date during the Plan Period
   - Employees who have scheduled a leave without pay greater than one (1) month during the plan period (maternity leave, educational leave, etc.)
   - Employees with excessive vacation balance* at the time of application

3. **What if I have more than one appointment, one of which is eligible and one of which is not?**
   You would be eligible for PLP only for the appointment that is eligible, as above.

4. **How are applications approved?**
   All applications will be reviewed on an individual basis and are subject to Manager or Trustholder approval based on employee eligibility and operational requirements.

5. **How are PLP days scheduled?**
   Scheduling is subject to supervisory approval and operational requirements, including being subject to department blackout periods. PLP days may be taken in ½ day increments.

   PLP days may be used over a period of time or all at once, subject to scheduling. However, all five (5) days must be taken during the Plan Period. Any leave days not taken before the end of the Plan Period are forfeited and cannot be carried forward or reimbursed.

6. **What if I want a leave plan that is not five (5) days long?**
   This Plan only supports five (5) days of leave. For leave periods other than five (5) days, please refer to the Leave Without Pay (LWOP) clause of the appropriate Collective Agreement.

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* Excessive vacation balance exists when an employee has more than one year’s vacation accrual in their vacation bank on April 1, 2018, without an agreed-upon plan to use it.
7. How are the PLP days tracked?

The employee and department are responsible for tracking all PLP days taken.

8. When are deductions made from my paycheque?

Personal Leave Deductions are made during each pay period in the Plan Period. Unlike vacation, PLP days taken are not recorded in the HR system.

9. How much are the Personal Leave Deductions?

- The deduction on each pay period is 1.92%, applied to base salary earned
- PLP is deducted in equal instalments over the Plan Period
- PLP deductions do not apply to overtime
- Pensionable earnings are not affected by the PLP
- All Statutory, Canada Pension Plan, Employment Insurance, and Tax deductions are calculated on salary less the Personal Leave Deductions

10. What if my base salary changes during the plan period?

There is no reconciliation. The Personal Leave Deduction of 1.92% applies to the base salary you receive in that pay period.

11. What if I change my mind?

Once approved, the decision to participate in the Plan is irrevocable.

12. What if leave employment with the University during the Plan Period?

With the exception of layoffs and Long Term Disability, there is no reconciliation of days taken to deductions.

13. How do I apply?

- Applications can only be made using the application form Voluntary 5-Day Personal Leave Plan—2018-19
- Submit your completed application to your supervisor or department head. If you are eligible and your application is approved, the application will then be forwarded to Human Resource Services – Employment Services.

14. What is the deadline to apply?

- Staff members should submit their applications to their supervisors for approval by 4:00pm, May 11, 2018.
- Employees who start between May 11, 2018 and July 1, 2018 can submit their applications to Human Resource Services-Employment Services by 4:00pm, July 6, 2018.

If you require additional information, please go to our website: www.ualberta.ca/human-resource-services or email us at: employeerelations@ualberta.ca