

# Absence Procedural Document

*Note: This document was created by the Biology Department and is intended for use by employee's within the Biology Department (Staff & Research) only and is not Queen's University policy.*

## Who Reports

Any employee holding a continuing, term, contract, full-time, or part-time salaried position, as well as post-doctoral fellow must report to the assigned individual (see [Appendix A: Biology Department Roles](#))

### **Instructions**

*(Biology Staff)*

#### **Step 1**

Identify type of leave (vacation, sick, bereavement, other [example: medical / dental appointment]), and/or professional development leave. Refer to [Type of Leave](#) for details.

#### **Step 2**

Submit [request](#)

#### **Step 3**

Wait for approval from your supervisor via email. Once your approved, an email will be sent to the appropriate person to enter leave into HR Peoplesoft.

### **Instructions**

*(Research Staff & Postdoc Fellows)*

#### **Step 1**

Identify type of leave (vacation, sick, bereavement, other [example: medical / dental appointment]), and/or professional development leave. Refer to [Type of Leave](#) for details.

#### **Step 2**

Submit an email to your supervisor requesting approval for your absence (details: days, hours, and reason).

#### **Step 3**

Once you have written approval, please forward your request and approval to the appropriate timekeeper.

## Types of Leave

### Vacation Leave

We ask that you schedule your absences 2 business days in advance, as they need pre-approval. Please coordinate with your work circle and supervisor regarding vacation days. To keep the department running smoothly, we suggest one individual in each working circle is always present.

Please submit your [requests](#) no later than **Thursday December 2<sup>nd</sup>, 2021** for approval in accordance with the monthly [Payroll Calendars and Cutoffs](#).

As an employee, it is your responsibility to actively investigate and track your own vacation. Employee's must request and use each year's [entitlement](#) in its entirety, during the [accrual period](#), providing their supervisor with as much advance notice as possible of requests and changes to requests, and in accordance with departmental guidelines and the applicable collective agreement. Please visit the [Vacation Calculator](#) for vacation entitlement. It is important that the [appropriate timekeeper](#) be aware of all leave of absences from the workplace. Please provide the appropriate timekeeper with dates of any unreported time away at your earliest convenience, so your HR Record can be updated. **Please report any vacation, sick, bereavement, over-time / in lieu, and other (example: medical appointments, workshops / professional development).**

For more information on the vacation policy visit:

<http://www.queensu.ca/humanresources/policies/time-away/vacation-time>

### Sick Leave / Medical Appointments

For medical appointments, when possible, please schedule 2 days in advance, as these need pre-approval by your supervisor. Within the department it is important that the appropriate timekeeper be aware of all leave of absences from the workplace. Refer to [Appendix A: Biology Department Roles](#) for clarification. As an employee, it is your responsibility to actively report them. Please provide the [appropriate timekeeper](#) with dates of any unreported time away at your earliest convenience, so your HR Record can be updated. **Please report any vacation, sick, bereavement, over-time / in lieu, and other (example: medical appointments, workshops / professional development).**

For more information on Sick Leave or Time Away, please visit:

<http://www.queensu.ca/humanresources/policies/time-away/sick-leave>

<http://www.queensu.ca/humanresources/policies/time-away>

Please reference your [collective agreement](#) if applicable.

### Bereavement Leave

In the event of a death in a staff member's immediate Family, the staff member is normally entitled to a leave of absence with pay of up to three consecutive working days. An additional two days of leave with pay may be granted by the supervisor for extensive travelling, making funeral arrangements or settling estate matters.

When an employee is bereaved, the supervisor should be immediately contacted. The supervisor is responsible for approving the length of the leave and informing the department head.

### Over-Time / In Lieu

All overtime must be authorized in advance by the appropriate department head or supervisor in accordance with Queen's [Overtime policy](#) and the [collective agreement](#). Although overtime is discouraged, on occasion employees may be required to work after the normal scheduled hours either beyond a regular day of work, or on a scheduled day off. However, every effort should be made to avoid requiring staff members to work overtime on a continuing basis. Casual and unauthorized time worked at the staff members discretion is not eligible for overtime compensation. This includes time accumulated by working during lunch hours, coffee breaks, or personal choice of early arrivals or late departures.

Employee's must evaluate their regular work hours and their workload to determine if additional time above normal hours is required. A detailed written request for additional hours needs to be submitted to your supervisor for preapproval. Example: employee is unable to complete their daily workload within their set hours and needs additional time (allowing flexibility in their schedule).

### Training

Workshops and professional development taken during regular business hours need to be reported to your timekeeper. Please provide a list of any upcoming workshops and/or professional development activities you have registered for to the appropriate timekeeper. If your workshop was cancelled or you were unable to attend for any reason, please inform the appropriate timekeeper. The information gathered will provide insight as to personnel training and PD taken within the department.

## Carry-Over

Please submit your [requests](#) no later than **Wednesday November 1<sup>st</sup>, 2021** for approval.

All carry-over days granted from the current year must be used in the subsequent Calendar year. If your allotted vacation entitlement for the current year will not be used up due to exceptional operational circumstances preventing the utilization of these days, then please provide a written detailed request via email to the Department Manager requesting carry-over of said days. Only a maximum of five carry-over days can be requested and granted. Please provide this document to the Department Manager no later than **Wednesday November 1<sup>st</sup>, 2021**. If carry-over days are granted for the current year, this carry-over amount plus your full entitlement is expected to be used in the subsequent calendar year. Please visit (<http://www.queensu.ca/humanresources/policies/time-away/vacation-time>) for more details on Carry-Over.

As an employee of Queen's University, it is your responsibility to track and monitor your own vacation and keep an active record. It is important to inform the appropriate timekeeper of all leave of absences from the workplace. Refer to *Appendix A: Biology Department Roles* for clarification.

**Websites / Resources**

Unions: <http://www.queensu.ca/humanresources/employee-tools/unions-and-associations>

Compassionate leave: <http://www.queensu.ca/humanresources/policies/time-away/compassionate-leave>

Sick Leave: <http://www.queensu.ca/humanresources/policies/time-away/sick-leave>

Vacation calculator: <http://www.queensu.ca/humanresources/apps/vacation/>

Vacation Requests: <https://biology.queensu.ca/contact/time-off-request/>

Vacation policy: <https://www.queensu.ca/secretariat/vacation-policy> and <https://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslclw/files/files/policies/RevisedVacationPolicy.pdf>

Human Resources info: <http://www.queensu.ca/humanresources/policies/time-away/vacation-time>

Time Away: <http://www.queensu.ca/humanresources/policies/time-away>

Vacation Schedule: <https://www.queensu.ca/secretariat/vacation-policy>

Observed Holidays: <http://www.queensu.ca/humanresources/policies/time-away/observed-holidays>

Christmas Closing: <http://www.queensu.ca/humanresources/policies/time-away/observed-holidays/christmas-closing>

Payroll Calendars & Cutoffs: <https://www.queensu.ca/financialservices/payroll-calendars-and-cutoffs>

Overtime: <http://www.queensu.ca/humanresources/policies/employment/overtime>

Probationary Period Policy: <https://www.queensu.ca/secretariat/probationary-period-policy>

## Terminology

Accrual Period: January 1 through December 31 of each year.

Continuous Service: The period during which an individual is employed by the University without a break in service as defined by the Employment Standards Act or the applicable collective agreement.

Entitlement: The number of vacation days which an employee is eligible to use within an Accrual Period. This is typically based upon years of Continuous Service in accordance with Appendix A.

Carry-Over: The portion of an employee's Entitlement which is approved for use in the subsequent Accrual Period.

Student Contract: A contract processed through the HR PeopleSoft system that is used for a student at the University who is employed as a Research Assistant (RA), Teaching Assistant (TA), Teaching Fellow or for non-academic work.

Timekeeper: A role for the entry of time, attendance, and short-term leave for a designated group of employees. The timekeeper reports regular hours for requisition (casual) employees who are paid by the hour and reporting only exceptions for salaried employees. A timekeeper also validates input against paper timesheets to ensure time has been entered accurately and supplies standard reports and information to managers if requested.

Continuing Appointment: A continuing appointment is one in which no end date is stated. Individuals are appointed to continuing positions through the Human Resources Department.

Continuing Term Appointment: A continuing term appointment is a continuing one in which the staff member works for a fixed period of time (term) each year, e.g., September 1 to May 31 each year. In addition, the appointment must be for at least 14 hours per week during the length of the term. Individuals are appointed to continuing term appointments through the Human Resources Department.

Term Appointment: A term appointment is one in which the end date is stated, beyond which there is no commitment of employment on the part of the university. Normally, a term appointment is from four months to one year in length, although such an appointment may be for a longer period. Any employment beyond the stated end date must be specified in a revised letter of appointment which either extends the initial appointment or specifies the conditions of a new appointment. Individuals are appointed to term appointments through the Human Resources Department.

**Contract:** General staff with contract appointments are all persons receiving salary payments from grants, contracts and University trust funds and working under the supervision of a Queen's University employee. Contract appointments have both a start and end date specified, beyond which there is no commitment of employment on the part of the University. To be considered as general staff, research grant and contract staff must work at least 14 hours per week for a period of at least four months. Such individuals are appointed through employment contracts authorized by the principal investigator (PI), and department head, director, or dean.

**Casual Contract:** Casual placements are full-time, 4 weeks to 4 months (less a day). Assignments can vary in terms of responsibilities and hours but are typically 25-35 hours per week. Submits weekly timesheets (paid out vacation time). \*Casual employee's are not subject to this Biology Procedural Document

**Full-Time:** A full-time appointment consists of 35 hours per week. If the position requires more than 35 hours, the terms will be clearly stated in the appointment letter and/or on the contract. Departments requiring an incumbent to work more than eight hours a day or 48 hours in a work week, should contact Human Resources to ensure compliance with the Employment Standards Act.

**Part-Time:** A part-time appointment consists of a minimum of 14 hours per week but is for less than 35 hours per week.

**Research Grant and Contract (RG&C):** all non-unionized employees in positions that fall within grades 2-9 that are funded through external research grants, contracts and University trust funds.

**Postdoctoral Fellows (PDFs)** are those individuals who are designated as such by external funding agencies or those who are within five years of completion of their doctoral degree. This five-year period may be delayed by circumstances requiring a break in research career, e.g. by parental responsibilities. Post-doctoral fellows (paid monthly)

## Appendix A: Biology Department Roles

### Roles

Department Head: [Brian Cumming](#)

- ✚ Approves Leave in Manager's absence

Department Manager: [Darlene Davis](#)

- ✚ Approves Leave and Overtime Requests

Financial Coordinator: [Jan McGraa](#)

- ✚ Reports / Enters all Faculty Leave
- ✚ Reports / Enters all Research Contracts and Leave
- ✚ Student Contracts
- ✚ Work Study Program
- ✚ SWEPP Contracts

Undergraduate Program Assistant: [Rachel Batson](#)

- ✚ Reports / Enters all Biology Staff Leave
- ✚ NSERC USRA Student Contracts

Departmental Assistant: [Valerie Winn Paul](#)

- ✚ Reports / Enters all Research Contracts and Leave
- ✚ Back-up department timekeeper

Human Resources Rep: [Jewel-Aksel Maeva Lyn Richard](#)

Human Resources Advisor: [Rebecca Lander](#)

- ✚ Human Resources Inquiries