

SECTION 4

COMPENSATION

4.07 SPECIAL LEAVE

AUTHORITY:	THE COLLECTIVE AGREEMENT BETWEEN THE PROVINCE OF PRINCE EDWARD ISLAND AND THE UNION OF PUBLIC SECTOR EMPLOYEES
ADMINISTRATION:	P.E.I. PUBLIC SERVICE COMMISSION GOVERNMENT DEPARTMENTS AND AGENCIES

1. PURPOSE

1.01 To outline the terms and conditions surrounding the interpretation and provision of special leave.

2. APPLICATION

2.01 This applies, primarily, to those employees outlined in Article 2.01 of the Collective Agreement.

3. POLICY

3.01 Special leave may provide employees with an approved leave of absence from the workplace for specific reasons. Special leave requests shall be considered based on:

- (a) Article 24 of the Collective Agreement, and
- (b) the reasonableness of the request, i.e., requests shall neither be unreasonably requested nor denied.

3.02 **Entitlement**

- (a) Below are the various types of special leave provisions. Specific terms and conditions for granting such leave are contained within the identified article.

Article	Description	Duration	With Pay	Without Pay
24.02	Civil Defence Training	1 week	X	
24.02	Military Training	4 weeks		X
24.03a	Maternity/Parental Leave	52 weeks		X
24.03b	Birth of a Child	2 days	X	
24.03c	Maternity/Parental Leave	16 weeks*	X	
*(An allowance which pays 85% for one week and the difference between weekly EI Benefits and 85% of the employee's weekly rate of pay is available).				
24.04	Complaints, Grievances, Appeals		X	
24.05	Negotiations		X	
24.06/07	Union Business/Reimbursement		X	
24.08	Elections		X	
24.09a	Personal	2 years maximum		X
24.09b	Disability Leave	1 year maximum (+90 days)		X
24.10	Court Appearances	Varies	Can be either	
24.11	Transportation Conditions	Varies	Can be either	
24.12	Bereavement		X	
24.13	Serious Illness in Family	5 days	X	
		2 days transportation	X	
24.14a	Blood Donor	2 days	X (2 hours per time)	
24.14b	Life threatening illness	2 days	X	
24.14c	Critical condition	1 day	X	
24.14d	Drivers Medical Certificate	Examination time	X	
24.15	The total amount of leave granted under <u>24.13</u> & <u>24.14</u> shall not exceed a total of eight (10) days per fiscal year.			
24.16	Deferred Salary	Outlined in the Section 5.04 - Flexible Leave Plans		
24.17	Volunteer Services	Fire/EMO	X	

- (b) The Employing Authority is responsible for approving special leave requests. It is important that Government as the Employer be consistent in the approval of leave requests, therefore departments are encouraged to contact the HR Management and Labour Relations Section of the PEI Public Service Commission with questions regarding the interpretation of these Articles. The underlying principle in granting special leave is compliance with the provisions of Article 24 of the Collective Agreement and the reasonableness of the specific request.