



UNIVERSITY OF MANITOBA POLICY

Policy:	TEMPORARY ABSENCES FROM WORK
Effective Date:	September 19, 2006
Revised Date:	
Review Date:	September 19, 2016
Approving Body:	Board of Governors
Authority:	
Responsible Executive Officer:	President: Delegated to Vice-President (Administration)
Delegate: (If applicable)	
Contact:	Executive Director of Human Resources
Application:	Employees: Academic and Support Staff Excluded From Bargaining Units as Members of the Board; Executive Staff; Senior Administrative Academic Staff; Administrative Academic Staff; Geographic Full-time Staff; Academic Staff in the U.M.D.C.S.A. Bargaining Unit; Research Academic Staff; Sessional Professional Academic Staff; Other (Academic Staff); Excluded Management, Administrative, Professional Staff; Medical Practitioners and Administrators; Student Support Staff; and Out of Province Support Staff.

Part I Reason for Policy

To support the retention of University employees by providing opportunities for temporary absences from work for a variety of reasons and to ensure the appropriate management of employee attendance.

Part II Policy Statement

The University of Manitoba provides opportunities for an employee to be absent from work for temporary periods. Some of these absences may qualify as absences with pay and some will be without pay.

2.1 Absences due to holidays, vacation, sick leave, bereavement leave, and family care will normally be paid absences in accordance with various University policies and procedures.

2.2 Absences for other reasons will normally be granted as leaves without pay in accordance with the Leave of Absence Policy or Procedure or with the appropriate collective agreement.

2.3 All absences require notification by the employee to the appropriate supervisor of the need to be absent from work. When required by the supervisor, notification will be in the form of a written request to be absent. Unauthorized absences will result in discipline, dismissal, or a deemed resignation.

Part III Accountability

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents is required.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Policy.

Part IV Secondary Documents

- 4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

Part V Review

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is September 19, 2016.
- 5.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems necessary.
- 5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:

- a) comply with the revised Policy; or
- b) are in turn rescinded.

Part VI
Effect on Previous Statements

6.1 This Policy supersedes:

- a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein;
- b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein; and
- c) 1111 Absences from Work (dated June 23, 1977).

Part VII
Cross References

Procedures: Temporary Leave of Absence

Policy: Leave of Absence

Procedures: Absences from Work