

UNIVERSITY OF MANITOBA
Staff Parking Permit Leave Guidelines

These guidelines will apply to all staff members who are in possession of a valid staff parking permit and will be away from the University on an authorized leave (vacation is excluded) for a minimum of 1 full calendar month.

The permit holder going on leave may choose from one of the following 2 options:

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OPTION 1 – RETAIN PERMIT:

- Continue to pay on Direct Withdrawal and keep the parking permit.
- The permit holder will continue paying monthly on Direct Withdrawal.
- Should the person on leave (i.e.: medical leave) not return, the permit holder should notify Parking Services they wish to Cancel. As a backup, Parking Services will be receiving a report from HR of all the leave status changes and would need to follow up if the customer has not made contact.
- As a last resort, the payment information will expire 6 months after their status with HR stated Terminated, resulting in permit cancellation.

OPTION 2 - TEMPORARY CANCELLATION AND PREFERENTIAL WAITLIST APPLICATION:

- The customer must return their permit with a signed cancellation form to Parking Services.
- No further payments are made, until the customer is back to work and assigned a new permit.
- Cancellation is in effect until their leave has ended.
- Upon return to work, the staff member is eligible to have their name placed at or near the top of the waitlist for their original lot.
- The employee must notify Parking Services of their official return to work date by submitting a permit application.
- Immediate parking will be assigned in the direct entry lot or any other lot where space is available at Parking Services discretion.*
- Should Parking Services not receive notice; the employee will not be provided a permit for a direct entry lot.
- Once a space becomes available in the preferred lot, the person is able to exchange their permit for the preferred lot.
- An employee will be permitted to submit notice of their return prior to their official return date; however the preferential waitlist date will be entered as their official return date.

*BANNATYNE CAMPUS IS WAITLISTED AND HAS NO DIRECT ENTRY UPON RETURN. Other arrangements for parking will have to be made in the interim, while waiting for a space. Preferential waitlist rules as stated above, will apply, with the exception of being provided direct entry upon return. Please note exception: UMFA members at Bannatyne, as a provision of their Collective Agreement, will be provided immediate entry into a Bannatyne lot upon their return. (Subject to change per UMFA Collective Agreement)