

# **ENGINEERING STAFF COUNCIL RESOLUTION**

**RESOLUTION #:** ESCR001

**SUBJECT:** Birthday Leave Policy

**PRESENTED BY:** Staff Recognition, Development, and Advancement Committee; Kai Amey

**IMPLEMENTATION DATE:** July 1, 2020

**RENEWAL DATE:** July 1, 2021

- 2.2 Full-time employees are allowed a full day (8 hours) of leave while part-time employees are granted leave on a prorated basis (i.e. 50% appointment = 4 hours of leave). All Birthday Leave must be taken on the same day.
- 2.3 If an employee does not take their Birthday Leave within their birth month, the leave is forfeited for that calendar year.
- 2.4 Birthday Leave cannot be taken in advance of the eligibility period (birth month).
- 2.5 Eligible employees must request Birthday Leave as they do vacation and sick leave using MyLeave. Within MyLeave, use earnings code Administrative Leave to record the time taken for Birthday Leave. The employee's supervisor is responsible for ensuring the Birthday Leave is used within the birth month and that the employee has not already requested Birthday Leave for that calendar year before processing the request.

3. ATTACHMENTS

- 3.1 Classified Employee Handbook
  - É Used in determination of proper procedure for Administrative Leave for Classified Employees.

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**PRESENTED TO CEAS STAFF COUNCIL FOR VOTE:**

Thursday, April 2, 2020

Yes votes: 14

No votes: 0

Abstain votes: 0

Vote result: Pass      Fail

If passed, CEAS Staff Council Chair signature for approval to submit to Dean of CEAS.

DocuSigned by:  
[Redacted Signature]

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COUNCIL CHAIR

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//  
DATE

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**SUBMITTED TO DEAN OF CEAS: April 3, 2020**

**RESPONSE FROM DEAN RECEIVED:**

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DocuSigned by:  
[Redacted Signature]

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DATE

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**FOLLOW-UP ACTIONS:**