

12.4 Voluntary Unpaid Leave with Deferred Salary Recovery Policy

Policy Statement

The Government of Nova Scotia is committed to assisting employees with balancing their work and personal responsibilities. In this regard, employees are provided with the option of requesting voluntary unpaid leave based upon personal circumstances. This is part of the government's ongoing effort to provide employees with flexible work options.

Definition

DEPUTY HEAD

The deputy minister or designate of a department, or the senior administrative officer of an agency not reporting to a deputy minister.

Policy Objectives

- Provide employees with an opportunity to balance work and personal obligations.
- Provide a cost-effective means for government to promote workplace flexibility.

Application

This policy applies to all government employees whose terms and conditions are set out in accordance with the *Civil Service Act* and regulations and all bargaining unit employees who are employed by the Government of Nova Scotia.

Policy Directives

APPROVAL

Consideration for approval of an unpaid leave request will depend upon the operational needs of each workplace and the provision of reasonable notice. The final decision will be made by the deputy head or designate.

DEFERRED SALARY RECOVERY

Recovery of the cost of unpaid leave will be at a minimum of one day's pay per bi-weekly pay period. For more information, see Appendix 12-B, Guidelines for Voluntary Unpaid Leave with Deferred Salary Recovery.

One instance of voluntary unpaid leave must be fully recovered before an employee is eligible to be considered for another instance of voluntary unpaid leave.

Recovery of the cost of unpaid leave is based upon the employee's rate of pay at the time the leave was taken.

DURATION

Request for voluntary unpaid leave must be for a minimum of two consecutive working days and a maximum of ten consecutive working days.

Issues of frequency and total duration of voluntary unpaid leave in any given year are operational matters to be decided by the appropriate deputy head.

Accountability

DEPUTY HEAD

The deputy head has the responsibility for ensuring the proper administration of this policy and delegating approval authority to managers/supervisors as appropriate.

MANAGERS/SUPERVISORS

Managers/supervisors who are delegated this authority by the deputy head have the responsibility for considering unpaid leave requests in accordance with the requirements of the policy.

EMPLOYEE

The employee is responsible for making an unpaid leave request to the appropriate manager/supervisor.

HUMAN RESOURCES DIVISIONS/CORPORATE SERVICE UNITS

Staff in the human resources divisions/corporate service units are responsible for providing support to departments regarding administration of this policy.

Monitoring

The Public Service Commission may conduct periodic audits of departmental practices to ascertain compliance with the policy requirements.

References

Nova Scotia *Civil Service Act* and regulations

Civil Service Master Agreement between the Province of Nova Scotia and the Nova Scotia Government Employees' Union

Collective Agreement between the Department of Transportation and Public Works and the CUPE Highway Workers (local 1867)

Collective Agreement between the Department of Justice and NSGEU Adult Corrections (local 480)

Appendices

Appendix 12-B: Guidelines for Voluntary Unpaid Leave with Deferred Salary Recovery

Enquiries

General Enquiries, Public Service Commission (902) 424-7660

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Approved by: Executive Council

Most recent review:

Appendix 12-B

Guidelines for Voluntary Unpaid Leave with Deferred Salary Recovery

Recording Leave Taken

Regardless of whether an employee is Exception or Positive Pay, leave taken is posted in the HRMS Leave database, Function 30 – Leave Update, Trans 006 – Special Leave as **Furlough Leave (FL)**. **Leave posting is to be completed by the 15th of the month following the month in which Furlough leave was taken** for corporate reporting purposes. Each date and the hours used per date are to be posted in Leave with the percentage of pay marked as 0%.

Please note: Exception pay employees are those paid automatically from the HRMS system. Positive pay employees require their hours/salary to be keyed into the HRMS system on a bi-weekly basis. The HRMS system will be replaced with SAP-HR in October 2004.

Payroll Recovery

- Departments e-mail completed **WordPerfect Salary Recovery Worksheet files** for all participating employees to the appropriate payroll technician, Payroll Services, Department of Finance.
- **Recovery will begin on the first pay period** following the designated leave period, and **will be taken at a minimum rate of one day per pay until fully recovered**. Recovery will be taken on **sequential pays**, not by selected dates, with no exceptions.
- Both Exception and Positive Pay employees participating receive their normal pay, (“REGular”, “CONtract”, etc.) during the pay period absent; and Payroll Staff, Department of Finance will recover “regular” earnings, according to the consecutively, designated pay periods marked on the Salary Recovery Worksheet.
- One day of leave is to be interpreted at **contractual hours per day, except for Modified Work Day**. Recovery of a Modified Work day is made for the time taken, e.g., 7.5 or 7.75 hours.
- If the employee wishes, more than one day of leave can be recovered per pay period.