

Using Personal Leave Days

Article 22.08 of the UNA Provincial Collective Agreement states:

(a) Each Employee shall be entitled to three (3) Personal Leave days each year, from April 1st through March 31st. Employees shall request such days as far in advance as possible. These days are for the purpose of attending to personal matters and family responsibilities, including attending appointments with family members. Requests for personal leave shall not be unreasonably denied.

Because of unforeseen circumstances, the ability to give advance notice will sometimes be limited. This means there are times when a reasonable request must be made at the last minute and the employer must not unreasonably deny such requests.

The requirement for the Employer to pay replacement overtime is not a reason to deny leave.

An Employee does not need to provide the Employer with a reason for requesting Personal Leave, and the Employer is not entitled to ask. However, the Employer is entitled to ask how much time the Employee requires because employers must be able to plan for staff absences.

Personal Leave days may be used for up to three consecutive days each year.

Article 22.08 of the Provincial Collective Agreement also says:

(b) If Employment commences on or after August 1st of the year, Personal Leave days will be prorated for the remainder of the year as follows:

(i) August 1st – November 30th: two (2) Personal Leave days

(ii) December 1st – March 31st: one (1) Personal Leave day

If employees work under an extended workday agreement, they should be paid extended workday hours for each Personal Leave Day.

If you have questions or concerns, contact your UNA Local Executive or your UNA Labour Relations Officer at 1-800-252-9394.