

FAQs - FREQUENTLY ASKED QUESTIONS

Q: Where can we find the Collective Agreement?

A: Go to <http://bvcfa.com/files/Download/BVCFA20082010FINAL.pdf>. If you require a hard copy, please contact BVCFA at bvcfa@bvcfa.com.

Q: What information is required for general illness leave of 4 or 5 days? Do I need a doctor's note for casual illness of 1 to 3 days? What if I am sick longer than 5 days?

A: There are 3 types of illness leave requirements depending on how long you are away from work.

- **1 to 3 days:** If you are away for 1 to 3 days, you do not require a doctor's note. Stay home and get better!
- **4 to 5 days:** If you are away for 4 or 5 days, you will be required to get a doctor's note that must include the following information:
 - Employee name
 - GENERAL nature of illness
 - Actual dates away from work
 - If illness is work related, please state
 - Doctor's signature
- **Over 5 days:** If you are sick longer than 5 days, you will be required to have a doctor complete a BVC Medical Certificate.

Q: How many vacation days can we carry forward?

A: Vacation leave must be taken within 12 months of the end of the calendar year in which it was earned. In other words, you may carry up to one year's worth of accumulated vacation into a subsequent year. Any excess will be paid out. If a person does not want to be paid out in January for excess vacation, they must have a definite plan with their supervisor, their Dean and Human Resources to use up the days as soon as possible

Q: How are Paid Leave and Department Scheduled Vacation (DSVs) days used up?

A: There are 11 DSVs that are scheduled by your department and 3 College scheduled Paid Leave days between Christmas and New Year's Day.

Q: Is a moving day considered a special leave day?

A: Yes, of the 12 Casual Illness/Special Leave days, a moving day is a special leave day. In Agresso, a moving day would be listed under "Special Leave Day, Faculty."

Q: How does vacation time accumulate for temporary full-time and temporary part-time faculty?

A: Vacation time accumulates at the same part-time portion as the employee works, but it is referenced in Agresso as full days.

Q: When I become continuous, can I buy back pensionable time for my previous casual and temporary work?

A: Yes, see HR about this.

Q: Where can I find out about the confidential and free Employee Assistance Program?

A: On our website at: http://bvcfa.com/files/Download/Employee_Assistance_Program_Brochure.pdf

Q: Where can I find information about the Group Benefits Plan?

A: In Outlook go to: *Public Folders\Departments\HR\Pay and Benefits Information\Flexible Group Benefit Plan Booklet.doc.*

Q: When I take a leave of absence without pay, what happens with my PSPP?

A: When you take a leave of absences without pay, the college continues to share the costs of both your benefits and your pension. The benefit sharing is for a maximum of one (1) year each leave. The pension sharing however is limited to a TOTAL of one (1) year (regardless of how many leaves you take). After that one year, you could buy back the time off, but must pay both the Employee and Employer portions of your PSPP.