

<b>Title</b>	<b>Supplemental Wellness Leave</b>		
<b>Classification</b>	Administrative	<b>Oversight Responsibility</b>	Office of the President
<b>Category</b>	Human Resources and Employment	<b>Responsible Office</b>	People and Culture
<b>Approval</b>	Executive Committee	<b>Effective Date</b>	2026-04-01
		<b>Document No.</b>	1107

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

The most up-to-date versions of the university's policies are posted on the policy and procedure website. If you've printed this policy, check the website to ensure you have the current version.

**NOTE:** The first appearance of terms in **bold** in this document (except titles) are defined terms – refer to the Definitions section.

## 1.0 POLICY STATEMENT

Aligned to our core value of Caring, and our commitment to being “a workplace of choice supporting professional and personal success”, Royal Roads University supports employees in taking time away from our workplace for wellness related activities.

## 2.0 SCOPE & COMPLIANCE

This policy extends to:

- regular full-time and part-time excluded and exempt employees and
- temporary full-time excluded and exempt employees on a term of one (1) year or longer.

This policy does not extend to:

- casual and seasonal employees
- temporary part-time employees
- temporary full-time employees of less than 1 year
- members of the Royal Roads University Faculty Association or to
- members of the Canadian Union of Public Employees Local 3886.

## 3.0 POLICY TERMS

Eligible employees are entitled to 15 hours (equivalent to two (2) days) of leave at their regular rate of pay per fiscal year. This entitlement is prorated for new employees based on their start date and prorated for part-time employees based on their regular hours of work. Supplemental Wellness Leave does not accrue during periods of leave without pay.

Supplemental Wellness Leave does not accrue year over year and cannot be carried over to the following fiscal year under any circumstances. Any unused hours remaining in an employee's Supplemental Wellness Leave bank will be forfeited at the end of each fiscal year.

There is no cash value associated with Supplemental Wellness Leave, and unused hours are not eligible for payout.

Supplemental Wellness Leave is intended to supplement, not replace, vacation entitlement. Employees will normally be expected to use available accrued vacation in accordance with the Vacation Policy. It is the employee's responsibility to manage their Vacation leave and no reversal of Vacation leave to use Supplemental Wellness Leave will be permitted.

Supplemental Wellness Leave is subject to operational requirements and may not be used to extend or top-up a period of paid sick leave.

Employees are responsible for obtaining written approval from their direct supervisor prior to taking Supplemental Wellness Leave. This ensures adequate operational coverage. Supervisors are expected to make reasonable efforts where operationally feasible. Employees must also track their Supplemental Wellness Leave usage in Avanti.

The university will monitor best practices and government legislation and revise this policy as required. In any event, this policy will be reviewed once every 3 years.

#### **4.0 AUTHORITIES, ROLES & RESPONSIBILITIES**

Supervisors will be accountable for the day-to-day management and application of this policy. Accountability will form part of performance management goals associated with human and financial resource accountabilities.

The Royal Roads University President ensures the appropriate rigor and due diligence in terms of maintaining the policy, including subsequent revisions, and the alignment with the university's financial sustainability objectives.

The EOAVP PC will monitor compliance with the policy to ensure consistency in practice and will sponsor revisions when necessary.

The university's payroll department, under the direction of the EOAVP PC, will track Supplemental Wellness Leave entitlements and Supplemental Wellness Leave taken and provide reporting of these amounts to the employees and their supervisors.

The university's People and Culture department, under the direction of the EOAVP PC, will support managers to review and assess Supplemental Wellness Leave requests.

It is the responsibility of the employee to receive written approval from their direct supervisor before taking Supplemental Wellness Leave, to ensure that they have adequate coverage, and track their Supplemental Wellness Leave in Avanti.

#### **5.0 DEFINITIONS**

For the purposes of this policy:

**Supplemental Wellness Leave** is defined as a non-legislated, paid leave benefit that provides employees with time to engage in personal wellness activities.

## 6.0 INTERPRETATION

Questions of interpretation of this policy or its procedures shall be referred to the EOAVP PC for final decision.

## 7.0 RELATED DOCUMENTS

Royal Roads University Documents and Information

- Supplemental Wellness Days Procedure

## Review and Revision History

Approved by Executive Committee	2026-03-03
Approved by Public Sector Employees Council	2025-04-25

Next review: 2029-04-01