

Title	Supplemental Wellness Leave		
Parent Policy	Supplemental Wellness Leave	Responsible Office	People and Culture
Classification	Administrative	Effective Date	2026-04-01
Category	Human Resources and Employment	Document No.	1107-PR
Approval	Executive		

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

The most up-to-date versions of the university's procedures are posted on the policy and procedure website. If you've printed this procedure, 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 PURPOSE

Royal Roads is committed to being a workplace of choice and supports employees in taking time away from our workplace for wellness related activities. The purpose of this procedure is to support employees in requesting time off through the Supplemental Wellness Leave policy.

2.0 SCOPE & COMPLIANCE

This procedure 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 procedure 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 PROCEDURE

Each employee's Supplemental Wellness Leave accrual is based on a seven and a half (7.5) hour workday. For employees who are on a flexible work arrangement (i.e. – compressed work week and flex days), the number of total hours of Supplemental Wellness Leave entitlement remains the same, but the number of actual days off would vary.

Supplemental Wellness Leave is not retroactively accrued or adjusted.

Supervisor/Manager Procedures

When an employee requests time off for a Supplemental Wellness Leave, the supervisor/manager shall:

1. Assess the department's operational needs to ensure adequate coverage is in place during the employee's requested time off.
2. Communicate with the employee, outlining any operational needs, considerations, approval or denial. If coverage is sufficient, provide informal approval.
3. Once the employee submits the formal request in Avanti, proceed with final approval in the system.

Employee Procedures

To request time off using the Supplemental Wellness Leave, the employee shall:

1. Speak to their supervisor/manager to ensure that their time off aligns with the department's operational needs,
2. Ensure that they have adequate coverage, approved by their supervisor/manager, for their job responsibilities during the time at which they would like to use their Supplemental Wellness Leave, and
3. If approved by their manager, enter their request for time off in Avanti.

4.0 ACCOUNTABILITIES, ROLES & RESPONSIBILITIES

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 Executive Officer & Associate Vice President, People and Culture (EOAVP PC) will ensure that all university employees are aware of and understand the implications of this procedure and related policy.

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

Supervisors will be accountable for the day-to-day management and application of this procedure. Accountability will form part of performance management goals associated with human and financial resource accountabilities. The supervisor is responsible for notifying the employee and contacting the Payroll department when an employee's status changes.

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. As per the policy, Supplemental Wellness Leave is not carried forward and as such, the Payroll department will reset balances to zero at the end of every fiscal year.

The University's Payroll department reserves the right to correct administrative or payroll errors related to Supplemental Wellness Leave balances. Misuse of Supplemental Wellness Leave benefits may result in corrective action following a review or investigation, up to and including discipline, in accordance with University policies.

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 procedure:

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 or application of the parent policy (if any) or this procedure will be referred to the Executive Officer & Associate Vice President, People and Culture whose decision is final.

7.0 RELATED DOCUMENTS

Royal Roads University Documents and Information

- Supplemental Wellness Leave Policy

Review and Revision History

Approved by Executive	2026-03-03
Next review	2029-04-01