



## MEMORANDUM

**To:** All Bargaining Unit Employees

November 8, 2023

**From:** HR Talent and Compensation

**Subject:** Supplementary Leave (PTO)

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**Please post for all employees.**

Supplemental leave for employees with time reporting code of Paid Time Off (PTO) applies to all employees with status of Auxiliary 1827, Regular Full-Time, Regular Part-Time.

The following are important items to note about PTO:

- Employees are entitled to two days of supplemental leave at their regular rate of pay per calendar year.
- Subject to operational requirements and cannot be attached to other leaves of absence, including vacation, special leaves and paid statutory holiday weekends (i.e., it cannot be added to a Friday of a long weekend or added to a moving day).
- PTO can be attached to earned time off (i.e., CTO, O Days).
- May be requested in advance or last minute and be approved if operationally feasible.
- Employees do not need to provide a reason for requesting PTO.
- May be used in one-half shift increments.
- PTO hours are included in the 70-hour maximum entitlement for special leaves per calendar year.
- PTO will not be applied retroactively.
- PTO must be tracked by the employee and manager to ensure the two days are not exceeded.

**Example:**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Incorrect</b>	REG	HOL	PTO	Day off	Day off	REG	REG
<b>Incorrect</b>	Day off	HOL	REG	REG	PTO	MOV	day off
<b>Correct</b>	Day off	HOL	Day off	REG	PTO	REG	REG



**Note 1:** To confirm special leave balances for employees, please navigate to the employee timesheet. Under the tab of “leave/compensatory time”, view the recorded balance. See screenshot below.

Reported Time Status	Summary	<b>Leave / Compensatory Time</b>
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Leave and Compensatory Time Balances			
Description	Plan	Recorded Balance	View Detail
Leave	Vacation		
Leave	LDB Special Leaves	70.00	

**Note 2:** To confirm the days reported as PTO, time approvers can navigate to Time and Labour queries under Manager Self Service> Time Management> Time and Labour Queries> Employee Time by TRC.

**Run TL Queries**

Click Run Query Button to run: **Employee Time By TRC** **Run Query**

**Time and Labour User Queries**

<input type="radio"/> TRC By Date Range	<input type="radio"/> Prorate Stiip benefit-1827+PTR
<input checked="" type="radio"/> <b>Employee Time By TRC</b>	<input type="radio"/> STIIP Calc 1827/P.Time Pr 6 pp
<input type="radio"/> Hours Allocated To Home Dept	<input type="radio"/> Leave Balances - for Stores use only
<input type="radio"/> Time Entered By Timekeeper	<input type="radio"/> PSL by Employee ID - for Stores use only
<input type="radio"/> Auxilliary Employees Seniority	<input type="radio"/> Total Aux. Seniority Balance
<input type="radio"/> Unapproved Time	<input type="radio"/> Lieu Day Balance
	<input type="radio"/> Leave Balance - Delta Distribution Centre
	<input type="radio"/> PSL by Employee ID - Delta Distribution Centre

- Click on radio button against Employee Time by TRC
- Click on Run Query
- Enter Employee ID
- From date: Enter Jan 1<sup>st</sup> of current reporting year
- Thru date: Enter today's date
- TRC: enter PTO
- Click on view results