

# STAFF WELLNESS DAYS FAQ

## What are staff wellness days?

To support staff wellness and personal well-being, the President is granting all appointed employees with three additional paid days off work. We are calling these days *staff wellness days*.

## What can staff wellness days be used for?

Staff wellness days can be used for any reason; individuals do not need to disclose their reason for scheduling any of these three wellness days.

## When can staff wellness days be used?

Staff wellness days can be used individually, or taken as a block, between November 23, 2020 and August 31, 2021. To request a staff wellness day(s), staff must obtain approval from their manager in accordance with regular processes in each department or office (similar to the approval processes used for vacation or personal days).

Staff wellness days cannot be banked, carried over and/or paid out and may not be used to extend scheduled vacations.

## Who is eligible to use staff wellness days?

Appointed USW staff, PM & C staff, Faculty and Librarians will be granted three wellness days.

Managers may identify those casual employees who have been working consistently at full time hours since the beginning of the pandemic, doing similar work to appointed staff, and who would benefit from wellness days. These individuals' eligibility for wellness days would be considered with input from HRy on a case-by-case basis.

## Why is Victoria University providing staff wellness days?

The COVID-19 pandemic has been a very stressful time for our entire community. Our staff have worked extremely hard and are committed to supporting our students in this unprecedented academic year. Granting three paid staff wellness days demonstrates our

gratitude to our staff for their incredible efforts and resilience during 2020 and provides them with time to either rest or focus on activities that enhance their own or their family's wellness.

## **How will staff wellness days be recorded?**

Information on how to record staff wellness days in HRIS/Dayforce will be distributed to Managers.