



THE UNIVERSITY OF THE WEST INDIES, MONA
OFFICE OF THE CAMPUS REGISTRAR
HUMAN RESOURCE MANAGEMENT DIVISION

DID YOU KNOW ?

Here are a list of interesting facts regarding changes made to the Leave Provisions for Academic, Senior Administrative and Professional Staff

Did you know.....

1. The Leave provision for Annual/Local Leave was revised with effect from August 1, 2009?
2. Annual/Local leave is now granted on the basis of length of service?
3. Annual/local leave entitlement are as indicated below:

No. of Years of Service	Annual Leave (Working Days)	Maximum Accumulable
15 years and under	15 days per annum	30 days
15-25	20 days per annum	40 days
Over 25	30 days per annum	60 days

4. The revised annual/local leave provisions apply only to new employees?
5. A new employee means an employee joining the University for the first time after July 31, 2009?
6. A new employee means an employee who becomes a member of the Bargaining Unit for the first time after July 31, 2009?
7. A new employee means an employee who was previously employed at the University, had a break in his/her contract of employment and was re-employed after July 31, 2009?
8. The provisions for annual/local for staff employed prior to August 1, 2009 remain unchanged?
9. Leave in excess of the two year entitlement that may be normally accumulated would be forfeited unless the necessary explicit approval has been obtained?
10. All applications for Leave should be made at least four (4) weeks before the leave is due to be taken?

LOOK OUT FOR NEXT MONTH'S EDITION OF "DID YOU KNOW"