

## **POLICY 8.35 – Employee Types**

**Policy Category:** Personnel – Select Administrative Group Employees (SAGE)

**Effective Date:** September 10, 1999

**Revised:** (NEW)

### **POLICY**

1.00. Employees covered by these Policies fall into the following types:

- a) Regular Full-Time Employee: An employee employed indefinitely in a year-round position;
- b) Term Employee: An employee who is employed:
  - (i) to replace a Regular Full-time employee(s) temporarily absent for any reason (e.g. leave of absence, sick leave, pregnancy leave, parental leave);
  - (ii) in a position which UWO reasonably expects at its commencement will end at a definite and predetermined time.

A Term employee is not subject to the following Policies

- Policy 8.12 - Technological Change
- Policy 8.14 - Vacation (Employment Standards Act will apply)
- Policy 8.16 - Educational Assistance Plan
- Policy 8.17 - Leave of Absence Without Pay
- Policy 8.18 - Sick Leave / Salary Continuance
 

Term employees shall be entitled to five (5) days of sick leave with pay upon being appointed to a Term position for more than eight (8) months duration or upon completion of eight (8) full months of service in a specific Term appointment. Should a Term employee use any portion of his/her sick leave entitlement, satisfactory proof of illness must be provided to the Supervisor or Budget Unit Head (or designate) to whom the Term employee reports, if requested.
- Policy 8.22 - Pregnancy and Parental Leave
 

Following thirteen (13) weeks of continuous service, an employee shall be eligible for pregnancy and/or parental leave as defined in the *Employment Standards Act*.
- Policy 8.23 - Political Candidacy
- Policy 8.24 - Reduced Responsibility
- Policy 8.26 - Hours of Work and Overtime (Employment Standards Act will apply)