



MEMORIAL UNIVERSITY OF NEWFOUNDLAND

Guidelines for Volunteer Leave for 2025 Canada Summer Games

PURPOSE

To define the University's practice with respect to employee volunteer leave for 2025 Canada Summer Games.

PRINCIPLE

In order to support the 2025 Canada Summer Games (the "Games"), the University will provide paid release time to Employees to permit them to volunteer at the Games. This guideline is to define Memorial University of Newfoundland's paid volunteer leave for the Games ("Volunteer Leave").

SCOPE

These guidelines apply to any non-academic Memorial University employees covered under the university's benefits plan who wish to apply for Volunteer Leave to volunteer at the Games.

Student or casual employees are not eligible for Volunteer Leave.

Volunteer Leave provisions will be in place commencing 30 days prior to the commencement of the Games (July 9, 2025) until the day after the closing ceremony of the Games (August 26, 2025). The Games run from August 8-25, 2025.

DEFINITIONS

Department: Academic or administrative departments of Memorial University of Newfoundland.

Employee: A non-academic employee of Memorial University of Newfoundland. This excludes student and casual employees.

Human Resources: The Human Resources Department of Memorial University of Newfoundland.

Supervisor: Direct supervisor of the employee applying for Volunteer Leave.

University: Memorial University of Newfoundland.

GUIDELINES

Employees who wish to apply for Volunteer Leave must comply with these guidelines. Employees may be granted up to a maximum of two (2) days of Volunteer Leave pursuant to these guidelines.

Employees may apply for Volunteer Leave. The terms and conditions for Volunteer Leave are as follows:

1. The maximum amount of Volunteer Leave that will be granted to any Employee is two (2) days (maximum number of Volunteer Leave hours provided may vary between employees and will be equivalent to the employee's total hours typically worked within two (2) days).
2. The specific timing of the Volunteer Leave requested will be discussed and agreed between the Supervisor and Employee. The scheduling and operational requirements of the Department must be considered by both the Employee and the Supervisor.
3. The Employee must provide a completed application form for Volunteer Leave to their Supervisor along with confirmation of their accreditation as a volunteer with the Games and their proposed volunteer work schedule for the Games.
4. If approved by the Supervisor, the application form for Volunteer Leave along with the confirmation of accreditation as a volunteer with the Games and the proposed volunteer work schedule for the Games must be submitted to Human Resources.
5. The Volunteer Leave may not exceed the limitations set out in the Scope section of this document.
6. The University will not hire additional staff to replace or backfill Employees that are on Volunteer Leave.
7. There should be no disruption to the normal operations of the University and to the services provided by the University due to Employees being on Volunteer Leave. The University will make best efforts to honor Volunteer Leave approvals, but should unforeseen circumstances arise, the University is not beholden to the specifics of the Volunteer Leave as approved.