



BOW VALLEY COLLEGE FACULTY ASSOCIATION

FAQ -Frequently Asked Questions

Q: Where can I find out about the confidential and free Employee Assistance Program?

A: <http://www.homewoodhealth.com/health> or call Homewood Health 403-216-6347

Q: Do I need a doctor's note for casual illness of 1 to 3 days?

A: No. If you are away for 1 to 3 days, you do not require a doctor's note. At **4 days** please contact your supervisor or HR. They will direct you to Homewood Health
<http://www.homewoodhealth.com/health>

Q: How many vacation days can I carry forward?

A: Vacation leave must be taken within 12 months of the end of the calendar year in which it was earned. You can carry 36 vacation days. If you carry more than 36 on December 31 of the year you will be paid out the number of days that exceeds 36.

Q: How are Paid Leave and Department Scheduled Vacation (DSVs) days determined?

A: There are 11 DSVs that are scheduled by your department and 3 College scheduled Paid Leave days between Christmas and New Year's Day.

Q: Is a moving day considered a Special Leave Day?

A: Yes, of the 12 Casual Illness/Special Leave days, a moving day is a special leave day.

Q: Where can I find the Collective Agreement?

A: The Collective Agreement can be found at BVCFA.com. You can read, print and download it from there. If you require a hard copy please drop by the BVCFA Office N306.

Q: When I become continuous, can I buy back pensionable time for my previous casual and temporary work?

A: Casual no, Temporary yes. Temporary service may be pensionable. Buy-back is optional for Continuous Employees. Please contact HR for the procedure.

Q: How does vacation time accumulate for temporary full-time and temporary part-time faculty?

A: Vacation leave with pay is earned at the rate of 3(three) days per month. It would be prorated for any position that is less than full time.



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Q: Where can I find information about the Group Benefits Plan?

A: In your Outlook go to: [Public Folders\Departments\HR\Pay and Benefits Information](#)

Q: What is a Casual Employee?

A: Casual Employees are non -Continuous Employees who do not fall into the other categories (Temporary & Continuous). When a Casual Employee has worked full -time for a complete trimester and the assignment is continued for the following complete trimester or longer, that Employee will have the status of a Temporary Employee for the period of that continued assignment. Employees hired in an assignment full -time for multiple ongoing trimesters will be hired as Temporary Employees. "Assignment" does not include continuing education instruction or cover off assignments for multiple faculty members on vacation or leave.

Q: What is a Continuous Employee?

A: Continuous full -time Employee means an Employee who is regularly assigned to work the full normal working hours without a definite term. Continuous part -time Employee means an Employee who is regularly assigned to work not less than one -half ($\frac{1}{2}$) of the full normal hours of work without a definite term.

Q: What is a Temporary Employee?

A: Temporary full -time Employee means an Employee who is employed for a defined term for a minimum of two (2) consecutive trimesters and up to a maximum of twenty -four (24) months in length and who is assigned to work full -time hours. Temporary part -time Employee means an Employee employed for a defined term for a minimum of two (2) consecutive trimesters and up to a maximum of twenty -four (24) months in length and assigned to work not less than one- half ($\frac{1}{2}$) of full -time hours.

Q: What is ACIFA?

A: Alberta Colleges and Institutes Faculty Association (ACIFA) is a professional association that acts as the provincial voice on behalf of its members, the academic staff associations of Alberta's colleges and technical institutes. As a member of ACIFA, BVCFA has access to a broad range of information and representation when dealing with faculty issues and bargaining.