

Personal Wellness Leave (PWL) Frequently Asked Questions (FAQs)

1. What is Personal Wellness Leave (PWL)?

Personal wellness days are designated time off that as an employee you can use to support your physical and mental health.

Up to two (2) days of leave with pay in each fiscal year can be used from your sick leave bank.

2. Who is eligible to receive PWL?

- a) All full-time regular, non-seasonal departmental and seasonal departmental employees covered under the Manitoba Government Employees' Master Agreement (GEMA);
- b) All full-time term employees covered under GEMA who have been in the term more than 2 months;
- c) Part-time employees covered under GEMA are eligible to receive PWL in accordance with GEMA's Appendix "C";
- d) In an MGEU classification and excluded (bargaining unit equivalent);
- e) In a non-represented or executive pay plan classification.

The use of the PWL days cannot reduce the number of sick leave credits to less than 12 days.

3. Who is not eligible to receive PWL?

Casual employees are not eligible in accordance with GEMA's Appendix "D".

Any employees who are not covered in question 2 above.

4. Are there restrictions on how I could use PWL?

Yes. The general framework for use is outlined below and there are other restrictions for use before March 31, 2024 (see questions 7-9 for more information).

- a) The two (2) PWL days can be used consecutively but cannot be contiguous to vacation leave day(s);
- b) Cannot be carried forward from fiscal year to fiscal year (**2023-24 exception – see questions 7-9 below**); and
- c) Will be charged against the employee's sick leave credits, which cannot be reduced to less than 12 days per year as a result of the application of the PWL provision.

Personal Wellness Leave (PWL) Frequently Asked Questions (FAQs)

5. Is there criteria for what constitutes a personal wellness day?

No, it is the employee's discretion as to how they choose to use the leave to support their physical or mental wellness.

6. When are the PWL days available?

PWL days are effective March 9, 2024.

7. Do I lose my PWL days for this fiscal year (2023-2024) if I don't use them before March 31, 2024?

No. You will not lose your PWL days for the 2023-2024 fiscal year as the MGEU and the Employer agreed to the following:

- I. On a one-time basis only, automatic carry over of the 2023-2024 PWL days into 2024-2025 will occur.
- II. If an employee wants to use the two (2) PWL days between March 9, 2024 and March 31, 2024 there are some restrictions that apply and are outlined in question 8.

The automatic carry over of the 2023-2024 PWL days into 2024-2025 will also apply to employees that are non-represented, executive and bargaining unit equivalents.

The requirement that the application of the PWL provision cannot be reduced to less than 12 days per year will apply.

8. Can I use my 2023-24 PWL between March 9, 2024, and March 31, 2024?

Yes, however, Management's pre-approval based on operational requirements is required if you choose to use your PWL for 2023-2024 between March 9, 2024, and March 31, 2024.

A request for approval must be submitted to the immediate supervisor at least 48 hours prior to the leave taking place.

9. If the 2023-24 days carry over into 2024-2025, can I use them consecutively?

No. While you will have up to four (4) days of personal wellness leave for use in the 2024-2025 year, the maximum of two (2) days of PWL can be used consecutively. These days cannot be an extension of approved vacation time.

Personal Wellness Leave (PWL) Frequently Asked Questions (FAQs)

10. Can the two (2) PWL days be redeemed on an hourly basis?

Yes, PWL can be redeemed on an hourly basis in the same manner as family related leave.

11. Do I need to provide notice to my supervisor before taking PWL?

Where possible, employees shall endeavour to notify their immediate supervisor of their absence at least one (1) hour prior to and not more than thirty (30) minutes after the normal hour of beginning work. Where this is not possible, they should notify their immediate supervisor as soon thereafter as the means of communication permit.

12. The hours of work for a workday can vary. Some employees work 7.25 or 8 hours. Others work 10 or 12 hours. How does this affect the provision of PWL?

- Full-time employees with consistent scheduled hours of work - a “day” shall mean the length of the regularly scheduled work day (ex. 7.25/ 7.5/7.75/8/10/12 hours);
- Full-time and part-time employees with varying scheduled hours of work – a “day” shall mean the shift duration most frequently scheduled in the eight (8) weeks preceding the first day of the bi-weekly pay period of each fiscal year. If two or more shift durations are equally scheduled, the longer of the shift durations shall be used.

Example 1 – if in the eight week period preceding the first day of the biweekly pay period of the fiscal year, the employee was scheduled five 10 hour shifts and twenty 12 hours shifts, the most commonly scheduled shift duration is 12 hours and the employee’s entitlement is two (2) 12 hour days.

Example 2 – if in the eight week period preceding the first day of the biweekly pay period of the fiscal year, the employee was scheduled fifteen 8 hours shifts and fifteen 10 hours shifts, the two shifts durations were equally scheduled and the longer of the two durations is used. The employee’s entitlement is two (2) 10 hour days.

13. Can the PWL days be used or scheduled contiguously to sick leave, family-related leave days or other forms of approved leave?

Yes, PWL can be used contiguously to sick leave, family-related leave or other

Personal Wellness Leave (PWL) Frequently Asked Questions (FAQs)

forms of approved leave (except for vacation leave).

PWL can only be used contiguous to approved family-related leave provided that the provision of the PWL days does not reduce the number of sick leave credits to less than 12 days.

14. How do weekends and holidays affect my ability to take PWL?

PWL cannot be taken contiguous to vacation leave.

Example #1:

Friday	Employee is approved for Vacation Leave
Saturday	Off
Sunday	Off
Monday	Employee uses PWL
Is this allowed?	No, because PWL cannot be contiguous to vacation leave.

Example #2:

Friday	Employee is approved for Vacation Leave
Saturday	Off
Sunday	Off
Monday	Statutory Holiday
Tuesday	Employee uses PWL
Is this allowed?	Yes

Example #3:

Friday	Employee works
Saturday	Off
Sunday	Off
Monday	Statutory Holiday
Tuesday	Employee uses PWL
Is this allowed?	Yes

15. How does PWL get recorded for timekeeping purposes?

A new absence code (3515) has been created in SAP. The Leave Authorization Request form on the [PSC Intranet site](#) will be updated in the near future to include PWL.

16. Does PWL affect attendance management?

PWL are days intended to support physical/mental health. The use of these days will not be used by the employer with respect to any attendance management

Personal Wellness Leave (PWL) Frequently Asked Questions (FAQs)

efforts that may relate to an employee.

17. I have additional questions, who do I contact?

Please visit AskPSC at <https://bit.ly/askpsc> and submit an inquiry for any questions.