



MEMO

From the office of the...

BOARD OF DIRECTORS

TO: All those impacted by Presidential Rules, RE: section 4.8
FROM: Board of Directors
SUBJECT: Leave of Absence
DATE: January 10, 2022

Hello,

The Election Committee will release the official presidential rules in December 2020. Through consultation it has been noted that the LOA procedure will be consistent with last year. One of the notable rules pertaining to LOAs that may impact you is the inclusion of section 4.8.1 and 4.8.2 which read as follows:

4.8.1. Full-time employees, part time managers, and paid staff, excluding Customer Service Representatives, must receive a leave of absence through the appropriate Board (i.e. Board of Directors for full-time employees, or Executive Board for part-time staff, including Associate Vice Presidents) before the start of the campaign period;

4.8.2. Caucus Leaders must receive a leave of absence from the SRA for the campaign period;

Elections committee has put these rules in to place to help create a transparent, fair, and unbiased election. They have instituted this rule as many paid staff have access to resources that an average MSU member would not. They are asking that should you choose to take a Leave of Absence (LOA), that you give up access to your emails, your key cards, room booking privileges, etc.

With the forthcoming elections, it is important that all of those impacted by the rules prepare well in advance for an LOA, should they choose to take one. In order to take an LOA you will have to submit a report to your respective supervisor as detailed on the next page (Ex: Full time staff member, executive board, SRA, etc). Details about potential compensation for the person you appoint in your absence are as follows:

- 1. Part-Time Managers:** You will have to appoint an interim PTM in your absence and they will be compensated for the work that they do for the service. For some services, it is written within your operating policy

on who should take over should you decide to take a leave or no longer be able to complete your job.

2. **Associate Vice Presidents:** Please appoint a chair, so meetings can continue in your absence. Any committee work that needs to be done within those two weeks can be deferred to the Board of Directors. e.g. filling out a PO to get money for an event. There will be no compensation provided to the individual chairing the meetings. If necessary, an interim AVP in your absence will be appointed by the Board of Directors and they will be compensated for the work that they do.
3. **Full-Time Employees (SOPS) & Part-Time Employees:** You will have to work with your supervisor to determine the best course of action on who will be completing your duties while you are on leave. Some options include: the department supervisor taking on more responsibility, appointing an interim person to complete your role, etc.
4. **Special note for Caucus Leaders:** Although you are not a paid staff of the organization, you do have special privileges an ordinary MSU member does not. So, if you are participating in any Presidential team, all access card privileges will be revoked for the duration of that time. In addition, you will be locked out of your SRA caucus email for the duration of that time as well.

Thank you for your co-operation,

Board of Directors

In order to take an LOA please submit this to your supervisor as soon as possible. Deadlines for submission of documentation are as follows:

1. If you are submitting this to EB (PTMS, EB, and Part-Time Staff), please note the last possible meeting to do this will be the meeting occurring during the week of January 10th to 11th, 2021. **Send your documentation to Victoria Scott (asc@msu.mcmaster.ca) no later than January 7th, 2022.**
2. If you are submitting this to the Board of Directors, please note the last possible meeting to do this will be the meeting occurring during the week of January 10th to 14th, 2021. **Send your documentation to**

Daniela Stajcer (assistant@msu.mcmaster.ca) no later than on January 7th, 2022.

3. If you are submitting this to the SRA, please note the last possible meeting to do this will be the meeting occurring on Sunday, January 9th, 2022. Documentation for this meeting will be **due January 4th at NOON**. Send your documentation to Daniela Stajcer (asc@msu.mcmaster.ca).

If any of the following sections do not apply to you, please type N/A in the respective section.

Leave of Absence (LOA) Formal Request Form

Name: Sarphina Chui
Job Title: SRA Humanities Caucus Leader
Supervisor: SRA

Who will take over your responsibilities when you are on your LOA and what is their contact information?

The humanities caucus members will take over my responsibilities.

Maryam Sheikh
Email: sheikm35@mcmaster.ca

Nerij Sharia
Email: sharian@mcmaster.ca

What are the major events/projects that you have planned for that are happening during your LOA?

Please make note of who will be responsible for these events and projects, the details of the events and projects, and any other relevant information

Social media: Maryam will manage our social media accounts and take lead in developing our social media initiatives.

External Communication: Nerij will take charge of communicating with the MHS, Faculty members, and deans on upcoming projects.

They will complete the next humanities report for meeting 21N.

Please highlight any areas of your service or programming which will no longer be able to function in your absence and the impact that may have on users/patrons/customers, etc. *In addition, outline why you believe taking a leave of absence at this time wouldn't be a detriment to service/committee operations.*

My leave of absence should not hinder the Finance Committee, Service Committee, Executive Board, Food & Bev Committee, and SponDon Committee as these committees should still reach quorum. I have also completed all my associated work however, I will continue to work outside of the LOA to be updated on the progress of each committee.

I will also maintain clear communication with the humanities caucus.

Note: This report should be as detailed as possible (minimum, 2 pages) as the information you present in this document will be used to evaluate the request for a leave.