

Major Games Participation Policy (GAM 3.34) FAQ

Frequently asked questions

01. Who does this policy apply to?

This policy applies to all employees hired under the *Public Service Act* and the *Education Act*.

02. What about auxiliary-on-call employees?

Auxiliary seasonal employees may apply for leave without loss of pay under this policy provided they are at work. The policy does not include auxiliary seasonal employees who are on their off-work season.

Auxiliary-on-call employees may be granted leave without pay, in accordance with the article in the collective agreement pertaining to vacation entitlement. Leave granted for this purpose will not be deducted from the employee's vacation entitlement and the employer shall not attempt to call the employee to accept a work assignment during the authorized leave period

03. What games are included in the policy?

The Major Games Policy allows YG employees to apply for leave without loss of pay to volunteer for:

- Arctic Winter Games;
- Canada Games;
- North American Indigenous Games;
- Special Olympics; and
- Western Canada Summer Games.

The policy does not apply to any other district, regional, test, national or international, cultural or social service event.

04. Can all volunteers get time off work without loss of pay?

Not all volunteers are eligible to apply for leave under this policy.

In addition to athletes, the following volunteers can apply:

- coaching staff
- official referees
- members of the cultural contingent
- Yukon mission staff when Yukon hosts a major games, planning or organizational leads as defined in the policy.

Leave without loss of pay may be provided only for an employee's regular hours of work.

05. Who approves this leave?

Volunteer leave under the Major Games Policy is subject to operational requirements and must be approved by your supervisor.

Once the supervisor has approved, the HR Shared Services branch in the Public Service Commission will review requests to confirm eligibility under the policy.

06. How do I submit my leave request?

Submit your leave request through MyHRFile.

Under Leave Type select: **LWP**

Under Reason ID select: **Policy 3.34 CWG/AWG/NAIG**

The employee must confirm their role in the games by submitting a letter or other notice from either the Chef de Mission of Team Yukon, the games council, the Arctic Winter Games Corporation or the host society. Employees must provide the letter to their supervisor before submitting their leave application.

07. What if my volunteer role isn't eligible under the Major Games Policy? What if my request for leave wasn't approved?

If your volunteer role isn't covered by this policy, you can still apply for vacation leave or leave without pay. The amount of time you can take off will depend on the operational requirements of your work unit and is subject to approval by your supervisor.

08. How much leave without loss of pay can I take as a volunteer or athlete?

If you are an athlete or in a volunteer role that is covered by the policy, you are eligible for up to 3 weeks of leave with pay. Anyone who is in a designated role that is covered by the policy will receive a letter from the host organization (e.g., Arctic Winter Games 2020 Host Society).

If you are volunteering but are not in a role covered by the policy you can apply for vacation leave or leave without pay. Please refer to the leave without pay policy (GAM 3.27) for guidance on that leave type. The amount of time you can take off will depend on the operational requirements of your work unit. You will need to discuss this with your supervisor.

Leave may be available to participate in the games.

09. What if I am involved in the planning for the major games event?

When Yukon hosts a major games event, like the 2020 Arctic Winter Games, planning or organizational leads are also eligible to apply for leave. Positions that meet the definition of "planning lead" in GAM 3.34 include:

Vice-President (VP) and Assistant Vice-President (AVP) positions, who provide leadership to multiple Committees within a Division.

Chair/Co-Chair/Sport Chair positions, who provide leadership to a single Committee, focused on a particular sport or service area;

Venue Team Leaders, who provide leadership to a multi-disciplinary cross-Division team coordinating services at a single venue.

Anyone who is in a designated planning role that is covered by the policy will receive a letter from the host organization (e.g., Arctic Winter Games 2020 Host Society).

Employees who are members of a planning committee (but not the chair) or have a general volunteer job during the games are not eligible for leave without loss of pay under this policy.

The leave can be taken before, during or immediately after the games (within 90 days of the closing of the games). The leave is for times when your games duties conflict with your work hours and it is subject to operational requirements.