

GENERAL ADMINISTRATION MANUAL

Volume 3: HUMAN RESOURCE POLICIES

TITLE: MAJOR GAMES PARTICIPATION POLICY 3.34

EFFECTIVE: Previously named *Arctic Winter Games, Canada Games and North American Indigenous Games Policy* First issued January 21, 1987 Cabinet Minute No. 99-12 dated April 8, 1999 (amended: February 6, 1992; October 27, 1994; April 8, 1999) (reissued June 15 2010) (revised June 28, 2011)

1 SCOPE

1.1 Authority

This policy is approved by the Public Service Commissioner (June 28, 2011).

1.2 Application

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

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.

This policy does not apply to any employee on layoff, off-duty status, suspension or paid or unpaid leave of absence for which authorization has already been granted.

This policy applies to the Arctic Winter Games, Canada Games, North American Indigenous Games, Special Olympics and Western Canada Summer Games only. It does not apply to any other district, regional, test, national or international athletic, cultural or social service event.

1.3 Purpose

The purpose of this policy is to provide guidance to departments and employees on requests for leave without loss of regular pay to participate in the Arctic Winter Games, Canada Games, North American Indigenous Games, Special Olympics and Western Canada Summer Games.

1.4 Principles

Athletic excellence is a source of inspiration and community pride. Participation in multi-sport competitive games includes the opportunity for social inter-change and for fostering cultural awareness and understanding.

The Yukon government encourages the participation of employees in games activities, while respecting operational requirements and on-going service delivery.

1.5 Definitions

Chef de Mission:	An individual designated through the Yukon Government Sport and Recreation Branch, and Sport Yukon with responsibility for Team Yukon at Games events. Responsibilities also include ensuring that athletes and support staff have met the required technical standards as outlined by the appropriate Games Council.
Games Council:	An organization that serves as the governing body for the Canada Games.
Host Society:	A non-profit body created for the purpose of staging a particular games.
Major Games:	Arctic Winter Games, Canada Summer / Winter Games, North American Indigenous Games, Western Canada Summer Games, Special Olympics. (District, regional, national, or international pre-trial test events or championships are <i>not</i> included.)
Planning Leads:	Planning leads are those roles identified by a host society organizational chart specific to the major games identified in this policy.
Team Yukon:	Members of Team Yukon for major games competitions (including Mission Staff, individual sport staff and the cultural contingent) are identified by the Sport and Recreation Branch of Yukon government, with the assistance of Yukon sport governing organizations and the technical standards packages as established by the Games Council.

2 APPROVAL CRITERIA

- 2.1 Where operational requirements permit, employees may be granted leave without loss of regular pay, to participate in the Arctic Winter, Canada, North American Indigenous, Special Olympics and the Western Canada Summer Games as:
- an athlete in an athletic event;
 - an accredited member of Team Yukon coaching;
 - an official referee for an athletic event;
 - a member of the cultural contingent of the games;
 - a member of Yukon mission staff; and
 - when Yukon hosts a major games, planning or organizational leads as defined in this policy.

Applicants for leave shall be confirmed by the Chef de Mission as accredited members of Team Yukon.

- 2.2 Employees accredited by the Host Society or Games Council who have specialized skills or training, or a participant of a performing art or participants demonstrating their art or craft deemed necessary to the success of the games may also apply for leave without loss of pay.
- 2.3 Leave without loss of pay may be provided only for an employee's regular hours of work.

3 WHEN YUKON HOSTS THE GAMES

3.1 When a games is hosted in Yukon, planning leads may apply for up to three weeks leave without loss of regular pay over the three phases of the games.

3.2 When a games is hosted in Yukon, leave may be approved, for three phases of the games:

- a) prior to the games (leave for employees serving on established committees in a leadership capacity as senior planning volunteers);
- b) during the games; or
- c) immediately after the games.

3.3 All leave must be taken within 90 days after the end of the games.

4 ROLES AND RESPONSIBILITIES

4.1 Public Service Commission

4.1.1 The Public Service Commission will provide advice on the interpretation of this policy.

4.2 Departments:

4.2.1. Departments are responsible for determining operational requirements to be used in considering applications for leave under this policy.

4.2.2 Leave may not be taken unless it has been authorized in advance by the deputy minister or designate.

4.2.3 Leave without loss of pay requests may be considered only for time that occurs during an employee's regularly scheduled working hours.

4.2.4 Leave without loss of regular pay may be available for accredited members of Team Yukon for the time necessary for travel to, and participation in, the games.

4.3 Employees

4.3.1. Employees must submit their request for leave under this policy on the appropriate Yukon government form and submit it to their immediate supervisor. The leave form must state the amount of time and the role of the employee.

4.3.2 The application must be accompanied by the appropriate accreditation from the Chef de Mission of Team Yukon, the Games Council of a particular "Major Games" specified in this policy, the Arctic Winter Games Corporation, or the "Major Games" Host Society. The accreditation will indicate the specific games and the role the employee will play as a member of Team Yukon.

4.3.3 Employees requiring additional leave to complete their participation in a games or the requirements of hosting a games may apply for another form of leave such as vacation leave.

4.3.4 Employees shall return to work immediately following their approved games leave period unless another form of leave, such as vacation, has been approved.

4.3.5 Employee requests for leave without loss of pay are subject to operational requirements.

5 RELATED DOCUMENTS

- Collective Agreement – Government of Yukon and the Public Service Alliance of Canada
- Collective Agreement – Government of Yukon and the Yukon Teachers' Association
- Application Guideline S8 – What do Operational Requirements Mean?