

**Letter of Understanding**

**between**

**Northern Alberta Institute of Technology  
("NAIT")**

**and**

**NAIT Academic Staff Association  
("NASA")**

**RE: Section 18 – Annual Vacation Leave and Section 19 – Special Leave**

**Preamble**

It is the desire of both parties to amend the above noted sections of the Collective Agreement to address the issue surrounding a staff member's entitlement to utilize Special Leave while they are on approved vacation in the event of the death of a member of their immediate family.


NOW THEREFORE, the parties agree to the following amendments to the Collective Agreement:

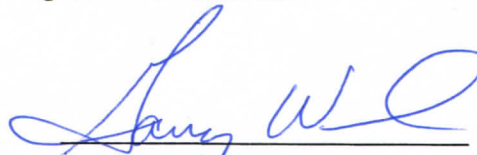
**18.09.01** If a staff member on approved annual vacation suffers a death in their immediate family defined as: spouse, common law spouse, parent, step parent, common law parent, child, step child, grandparent, brother, sister, aunt, uncle, mother in law, father in law, brother in law, sister in law, niece, nephew), they shall, within two (2) weeks of returning from vacation and upon request, be permitted to use up to 10 days of their Special Leave as bereavement leave and/or travel time related to bereavement in place of their annual vacation.

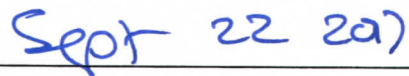
**18.09.02** If a staff member requests to use Special Leave as per 18.09.01 above and also has been delegated the responsibility to administer the estate of the deceased they may request and be permitted to use one (1) additional day of Special Leave, as per Section 19.02(a).

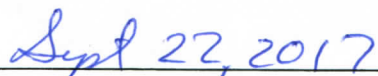
The number of Special Leave days used by the staff member in accordance with Section 18.09.01 and 18.09.02 shall be deducted from their annual entitlement of ten (10) days and one (1) day, respectively, as outlined in Sections 19.01 and 19.02.

The parties agree the effective date of this Letter of Understanding will be retroactive to July 1, 2017 and will expire on the effective date a new Collective Agreement is reached.

  
On behalf of NAIT

  
On behalf of NASA

  
Date

  
Date