This summer, UBC will host the Special Olympics Canada 2014 Summer Games at its Vancouver campus, July 8 to 12, 2014. Special Olympics is the world’s largest sports organization for people with intellectual disabilities. The university will open and operate as usual for the duration of the Games.

Volunteering at the Games can provide rewarding and memorable experiences for staff and faculty. The Vancouver 2014 Games Organizing Committee is coordinating all volunteer opportunities: http://www.vancouver2014.com/be-involved/volunteer/.

Statement:
The University wishes to provide the opportunity for faculty and staff to enjoy the Games as volunteers. Since volunteer shifts may be scheduled during regular hours of operation, the following statement indicates expectations related to time off required to volunteer.

Staff:
If volunteering at the Games affects the ability of staff to perform their normal duties and responsibilities, they may apply for various leave arrangements as outlined below and as provided for in collective agreements, handbooks and policies.

We encourage managers to approach on campus events with considerable flexibility and make every reasonable effort to consider and accommodate as many requests as operationally feasible. Managers, however, must balance requests with the operational requirements of their units.

Leave arrangements:
Paid Vacation Leave – Staff can apply for paid vacation. Staff who are members of the CUPE 2950 and 116, IUOE 882 and BCGEU (Okanagan and Vancouver) bargaining units must be granted such leave on the basis of seniority.

Banked Overtime Hours – With the approval of their supervisor, staff can bank approved overtime hours. Such time must be taken at a mutually agreed upon time providing the time limits (as identified in collective agreements) for the duration of carryover are observed.

Unpaid Leave of Absence – With the approval of their supervisor, staff can request an unpaid leave.

Flexible Work Arrangements – Some collective agreements and handbooks contemplate such arrangements, including flexible work schedules, or telecommuting. Where these are permitted, we encourage supervisors to consider temporary arrangements.

Faculty:
In the ordinary course of carrying out their duties and responsibilities, faculty have considerable flexibility. Additionally, the number of classes being held during the summer and the Games period is limited. Faculty who wish to volunteer and have on-campus commitments during the Games are requested to discuss and make necessary arrangements with their Head, Director, or Dean, as appropriate.