

# **Personal Wellness Leave (PWL) Frequently Asked Questions (FAQs)**

## **Manitoba Association of Government Engineers (MAGE)**

### **1. What is Personal Wellness Leave (PWL)?**

Personal wellness days are designated time off that as an employee Engineers can use to support their physical and mental health.

Up to two (2) days of leave with pay in each fiscal year (April 1 to March 31) can be used from your sick leave bank.

For clarity, a 'fiscal year' for the purpose of PWL is April 1 to March 31.

### **2. Who is eligible to receive PWL?**

- a) All full-time regular, term and departmental Engineers covered under MAGE;
- b) Part-time (regular and term) Engineers covered under MAGE are eligible to receive PWL on a pro-rated basis.

The use of the PWL days cannot reduce the number of sick leave credits to less than twelve (12) days.

### **3. Are there restrictions on how I can use PWL?**

Yes. The general framework for use is outlined below:

- a) The two (2) PWL days can be used consecutively but cannot be contiguous to vacation leave day(s);
- b) Cannot be carried forward from fiscal year to fiscal year; and
- c) Will be charged against the Engineer's sick leave credits, which cannot be reduced to less than twelve (12) days per year as a result of the application of the PWL provision.

### **4. Although the MAGE Collective Agreement was not signed until April 11, 2025, am I entitled to PWL from 2024-2025 to be used in 2025-2026 fiscal year?**

Yes, an agreement has been reached with the Union, which, on a one-time, without prejudice/precedent basis, makes the two (2) PWL days from 2024-2025 effective the first day of the bi-weekly pay period following the date the Collective Agreement is signed (April 19, 2025). As a result, Engineers will have four (4) PWL days to use in 2025-2026 fiscal year.

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#### **5. Are there any restrictions on how the four (4) PWL days can be used in 2025-2026?**

Yes, in addition to restrictions specifically outlined in this FAQ, the following restrictions (and those outlined in #6 below) apply for use of PWL in 2025-2026:

- a) If an Engineer wishes to use their 2024-2025 allotment of PWL (in whole or in part) on or before May 30, 2025, pre-approval is required by management to ensure operational feasibility. At minimum, an Engineer will need to make the request 48 hours prior to the leave taking place;
- b) Neither of the two (2) PWL days allotted for 2024-2025 can be used consecutively with either of the two (2) PWL days allotment in 2025-2026; and
- c) As a result of the carry-over, all four (4) PWL days must be used on or before March 20, 2026.

For clarity, the carryover of the 2024-2025 PWL is on a **one-time** basis.

#### **6. Can I request PWL from 2024-2025 on a Thursday and Friday and request PWL for 2025-2026 for the following Monday and Tuesday?**

No, a weekend does not break up consecutive use in this case. The use of PWL cannot exceed two (2) consecutive days.

#### **7. Is there criteria for what constitutes a personal wellness day?**

No, it is the Engineer's discretion as to how they choose to use the leave to support their physical or mental wellness.

#### **8. When are the PWL days available?**

An Engineer's entitlement to PWL resets April 1 of each year. Unused PWL from one fiscal year cannot be carried over to the next fiscal year for any reason (i.e., extended absence).

For clarity, a 'fiscal year' for the purpose of PWL is April 1 to March 31.

#### **9. Can the two (2) PWL days be redeemed on an hourly basis?**

Yes, PWL can be redeemed on an hourly basis in the same manner as family related leave.

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#### **10. Do I need to provide notice to my supervisor before taking PWL?**

Where possible, Engineers shall endeavour to notify their immediate supervisor of their absence at least one (1) hour prior to and not more than thirty (30) minutes after the normal hour of beginning work. Where this is not possible, they should notify their immediate supervisor as soon thereafter as the means of communication permit.

#### **11. Can the PWL days be used or scheduled contiguously to sick leave, family-related leave days or other forms of approved leave?**

Yes, PWL can be used contiguously to sick leave, family-related leave or other forms of approved leave (except for vacation leave).

PWL can only be used contiguous to approved family-related leave provided that the provision of the PWL days does not reduce the number of sick leave credits to less than twelve (12) days.

#### **12. How do weekends and holidays affect my ability to take PWL?**

PWL cannot be taken contiguous to vacation leave.

##### **Example #1:**

Friday	Engineer is approved for Vacation Leave
Saturday	Off
Sunday	Off
Monday	Engineer uses PWL
<b>Is this allowed?</b>	<b>No, because PWL cannot be contiguous to vacation leave.</b>

##### **Example #2:**

Friday	Engineer is approved for Vacation Leave
Saturday	Off
Sunday	Off
Monday	Statutory Holiday
Tuesday	Engineer uses PWL
<b>Is this allowed?</b>	<b>Yes</b>

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#### **Example #3:**

Friday	Engineer works
Saturday	Off
Sunday	Off
Monday	Statutory Holiday
Tuesday	Engineer uses PWL
<b>Is this allowed?</b>	<b>Yes</b>

#### **13. How does PWL get recorded for timekeeping purposes?**

A new absence code (3515) has been created in SAP. The Leave Authorization Request form on the [PSC Intranet site](#) will be updated in the near future to include PWL.

#### **14. Does PWL affect attendance management?**

PWL are days intended to support physical/mental health. The use of these days will not be used by the employer with respect to any attendance management efforts that may relate to an Engineer.

#### **15. I have additional questions, who do I contact?**

Please visit AskPSC at <https://bit.ly/askpsc> and submit an inquiry for any questions.