



LETTER OF AGREEMENT

Between: Keyano College ("The Employer")
and
Keyano College Faculty Association ("KCFA")

Re: Agreement to change reference period for Special Leave (Art 11.4)

A. INTRODUCTION

1. During the month of September 2025, following discussions between the College and the KCFA on the topic of different reference period for Personal Leave and Special Leave, an intent was put forward to facilitate the administration of the leave days by converting them to one and the same reference period.
2. The College collaborated with the KCFA to outline an agreement to convert the reference period for Special Leave from calendar to fiscal year as of July 1, 2026. The reference period for all leaves under Article 11.4 will be changed to July 1st to June 30th the following year.
3. The parties agree that faculty members will be transitioned to the new schedule without loss of entitlement but with pro-rated eligibility in 2026 and fully as of July 1, 2026 subject to process outlined in B below.

B. TERMS

- 1. Pro-rated entitlements during the transition period (Jan 1, 2026- June 30, 2026)**
 - From January 1, 2026, to June 30, 2026, eligible faculty will receive a pro-rated allotment equivalent to two (2) Special Leave Days and any unused portion of their three (3) Personal Leave Days from the current academic year (July 1, 2025, to June 30, 2026).
 - These pro-rated entitlements will be credited to employees by January 31, 2026, and will be available for use until June 30, 2026.
 - The College will provide the KCFA with a summary report of the credited leave balances upon request.
- 2. New Annual Cycle (Starting July 1, 2026)**
 - Beginning July 1, 2026, Special Leave entitlements will be calculated on an academic year basis (July 1 to June 30).
 - Each faculty member will receive a total of seven (7) days of Special Leave per academic year, distributed as follows:
 - Three (3) days designated as Personal Leave Days, and
 - Four (4) days designated as Special Leave Days.
 - The **four (4) Special Leave Days** may be exceeded where necessary to fulfill the specific entitlements listed in Article 11.4.1 (i)–(vii). Additional days beyond the combined seven (7) may be approved at the discretion of the President or Vice-President.
3. The intent of this agreement is not to disadvantage any faculty member or to result in a loss of eligible leave days during this transition.
4. The above agreement will edit Article 11.4.3 to read "The maximum number of days granted for special leave per fiscal year, July 1st to June 30th the following year, shall be seven (7) working days. This maximum number of days for special leave may be exceeded upon approval of the employer (President or designee)". This language will be incorporated into future collective agreements.



5. For reference, these terms are agreed on November 10, 2025, in Fort McMurray, AB.

Signed for KCFA:

Sharon L. Grantham
Sharon L Grantham (Nov 13, 2025 13:06:55 MST)

Sharon Grantham
President, KCFA

Pratik Tripathi
Pratik Tripathi (Nov 10, 2025 16:01:00 MST)

Pratik Tripathi
Executive Director, KCFA

Signed for Keyano College

Deni Ruiz
Deni Ruiz
Executive Director, People & Culture

