

## SPPH HR UPDATES

### **CONGRATULATIONS**

**Project Manager, Global Health:** We are pleased to announce that Simona Powell was promoted into the new Project Manager position! Simona will be managing a special global health initiative project led by the School of Population and Public Health (SPPH) and supported by the President's Office and the Faculty of Medicine. The project is an initiative to explore the future of global health at UBC, including the development of a university-wide global health entity. Simona will also manage the work and the strategic direction of the Global Health Office at SPPH. We would like to thank Simona for her continued support for the School and congratulate her on her new role. When we return to onsite operations, Simona can be found in room 116 and she can be contacted at 604-822-0943. In the meantime, she is working remotely and can be reached at [simona.powell@ubc.ca](mailto:simona.powell@ubc.ca).

**Executive Assistant to the Director, Administration & Operations:** We are pleased to announce that Michaela Butler was promoted into the new Executive Assistant to the Director, Administration & Operations position! This position will be supporting the Director, Administration & Operations and the HR team. We would like to thank Michaela for her continued support for the School and congratulate her on her new role. When we return to onsite operations, Michaela will be located in room 129 and can be contacted at 604-822-3910. In the meantime, she is working remotely and can be reached at [executive.assistant@spph.ubc.ca](mailto:executive.assistant@spph.ubc.ca).

**Communications Assistant/Story Writer:** Elizabeth Samuels will be continuing in her student role part-time until August 31, 2020 to assist with planning, writing, and editing relevant content, publications and design layouts for key communications tools and stakeholder-deliverable reports. Elizabeth assists faculty and staff in creating publications and stories that raise the profile of the School of Population and Public Health. Her hours are from 9 am – 1 pm, Monday to Friday. When we return to onsite operations, Elizabeth can be found in room 124 and she can be contacted at 604-827-1946. In the meantime, she is working remotely and can be reached at [communications@spph.ubc.ca](mailto:communications@spph.ubc.ca).

### **WELCOME**

**Project Coordinator:** We are pleased to welcome Christina Larson as our new Project Coordinator. Christina started in her role on March 23<sup>rd</sup>. She is helping the HR team with faculty recruitment and special projects for the School. Christina has a degree in Psychology from SFU and has been at UBC for 17 years, most recently in Athletics. In her spare time, she likes to remain active hiking, cycling and kayaking. When we return to onsite operations, Christina will be set up in room 128. In the meantime, she can be reached at [hrproject.coordinator@spph.ubc.ca](mailto:hrproject.coordinator@spph.ubc.ca).

## UBC STAFF VACATION UPDATES

With the university's Remote Work Arrangements in place, and as COVID-19 related travel restrictions and physical distancing protocols continue, supervisors may need to consider how best to manage vacation requests, including any requests to cancel pre-scheduled vacations.

Please see the following guidance for managing vacation-related requests:

- Employees who are working from home may still take vacation, the purpose of which is to provide a break from work and the opportunity to rejuvenate. Particularly where faculty and

staff are struggling to balance childcare and work obligations, vacation time should be a consideration.

- If operationally feasible, supervisors should consider allowing employees to cancel pre-scheduled vacation requests. However, when dealing with these requests, supervisors should also consider the ability to manage significant vacation requests when normal operations resume.
- In some instances, supervisors may not be in a position to allow an employee to cancel their pre-scheduled vacation. These will include:
  - An employee who is working on a significant project that must to be completed later this calendar year.
  - An employee who, if they cancel their vacation, will subsequently not be able to take the minimum vacation amount legislated through the *Employment Standards Act* (at least two weeks after 12 consecutive months of employment, and at least three weeks after five consecutive years of employment).
- While vacation payouts are not permissible, the maximum vacation carry-over limits for those employee groups who have carry-over is normally limited to 10 days. This limit will be increased to up to 15 days, with management approval and for the year 2020 only, to provide flexibility in managing vacation.
- Supervisors are encouraged to develop vacation plans for the balance of the year to determine operational feasibility of scheduling alternative vacation dates.

If you have questions about vacation entitlements, please contact the following:

- For staff and students:
  - Taryn Lowther, HR Coordinator: [taryn.lowther@ubc.ca](mailto:taryn.lowther@ubc.ca)
  - Christine Kerr, HR Assistant: [spphr.assistant@ubc.ca](mailto:spphr.assistant@ubc.ca)
- For faculty and postdoctoral fellows:
  - Amanda Versteeg, HR Manager: [amanda.versteeg@ubc.ca](mailto:amanda.versteeg@ubc.ca)

More information can be found on [UBC HR's FAQ page for Managers and Supervisors](#).