

# MEMO

**DATE:** January 17, 2022  
**TO:** Algonquin College Leadership Team  
Business Administrators/Controllers/Finance Managers/Field Accountants  
**FROM:** Doreen Jans, Manager, Financial Services  
**SUBJECT:** Leave Replacement Contingency Fund Requests

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**Please ensure that this memo is shared with the appropriate staff in your Area.**

This is the annual memo for leave replacement contingency fund requests.

## Leave Replacement Contingency Fund Requests

Leave replacement contingency fund requests can be made this fiscal year **where the incremental cost to the department is greater than \$5,000 within the fiscal year and the departmental budget cannot accommodate the incremental cost.**

The Leave Replacement Contingency Fund Request calculation sheet remains the same as last year, however, the submission process is now taking advantage of Teams technology, allowing for document tracking and submission. The new Leave Replacement Contingency Fund submission process was presented on December 16<sup>th</sup>, 2021 to the Budget Officers, Business Administrators, Controllers and Finance Managers who attended the monthly Finance Support Working Group meeting.

Step 1: (Unchanged) Please complete this [Request for Leave Replacement Contingency calculation sheet](#) using the information currently available in Workday. The data in the form will be used as an estimate, and once the actual data is available, salary and fringe expenditures will be validated by the Financial Services team.

Step 2: (New) Submit the Leave Replacement Contingency Funds request via [this Teams link](#) as soon as possible to assist with the year-end work load. Previously, the forms were submitted by email.

Leave Replacement Contingency Funds requests can be filled out now for leaves that have already occurred during fiscal year 2021-22. For leaves that are expected to occur within this fiscal year but have not been finalized, please submit the request when a replacement

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employee has been identified. Financial Services will validate the actual salary and fringe expenses when they become available. The forms can be submitted prior to year-end. If there are any discrepancies, the departments submitting the request will be notified.

## General Information

Note that the minimum value for each request is \$5,000 with the fiscal year.

- For non-Academic departments, the leave replacement contingency request form must be reviewed and signed by the respective Vice President prior to submission to Financial Services.
- For Academic (formerly Area 5) leave replacement contingency request forms, please submit to Financial Services after the respective Dean's review and approval has been obtained on the document.

Please refer to [Budget Principle 1.02 Contingency Funds](#). Thank you in advance for submitting your Leave Replacement Contingency Fund requests as soon as possible because it will directly reduce the year-end work load.

Any questions and all completed Leave Replacement Contingency Fund requests can be forwarded to [Shianthi Algama](#), Financial Analyst.

Thank you for your continued co-operation.