
Unit 1: Leave Provisions

NOTE: This document provides a basic summary of leaves available under the Unit 1 Collective Agreement. Questions should be directed to a staff rep (<https://cupe3902.org/staff>) or the Vice-Chair, Unit 1 (vc1@cupe3902.org).

Vacation

Employees receive an additional 4 per cent of salary as vacation pay, payable with each monthly pay.

Pregnancy / Maternity Leave

Upon written request and presenting a doctor's certificate or certificate from a midwife confirming the pregnancy and probable date of delivery, eligible employees will be entitled to choose one of the following benefits:

A) Employees taking leaves of **four** months or less will continue to receive their regular monthly installments without interruption. Employees taking leaves that are longer than four months will receive pay for the first four months and the period in excess of the four months will be unpaid leave.

B) NEW For employees who qualify for Employment Insurance benefits based on insurable hours of work in this bargaining unit, a supplementary benefit will be provided. The University will pay the employee ninety-five (95) percent of regular pay during the two (2) week waiting period for Employment Insurance benefits, and, for the next fifteen (15) weeks, or until the end of the appointment (whichever comes first) will pay the difference between Employment Insurance benefits and ninety-five (95) percent of salary, provided that the employee applies for and receives Employment Insurance benefits. (emphasis added)

The end date of a pregnancy leave may not extend beyond the ending date of the employee's appointment.*

Contact the Family Care Office for assistance.

Parental Leave

Employees who have been employed for a minimum of 13 weeks are entitled to a **partially paid** leave of absence following the birth or coming of a child into the custody, care and control of a parent for the first time as follows:

- Up to 35 weeks for employees who take pregnancy leave;
- Up to 37 weeks for all other new parents;

- Short or longer leave periods as might be required under the *Employment Standards Act, 2000*.

For employees who have taken pregnancy leave, parental leave commences at the end of the pregnancy leave or when the baby first comes into custody, care and control of the birth mother. For all other parents, parental leave must commence within the 52 weeks following the baby's birth or after the child first comes into the custody, care and control of that parent.

The end date of the leave may not extend beyond the ending date of the employee's appointment.*

New: All employees taking a parental leave of **four** months or less during the term of an appointment will continue to receive their regular monthly installment without interruption, and any period in excess of the **four** months will be unpaid leave.

Contact the Family Care Office for assistance.

*Consecutive appointments and pregnancy/parental leave

An eligible employee who commences a leave during one appointment, and he/she has a further appointment in the immediately consecutive term, shall be eligible to continue his/her leave, if there is any entitlement remaining, into that next appointment.

Contact the Family Care Office for assistance.

Paternity Leave

Upon request, employees shall be granted up to one week of paid leave, which must be taken within the first four weeks of the birth or adoption of a child.

SICK LEAVE

Short-Term Sick Leave

To qualify for sick leave without loss of pay, the employee must promptly, and in advance if possible, notify his/her supervisor and the Chair or Designated Authority of the employing Department of the expected duration of the illness/injury.

An academic session is defined as the period from September to April (regular) or May to August (summer).

Teaching Assistants:

- Employees with appointments totaling 240 hours or more in an academic session shall be granted up to three days of paid sick leave.
- Employees with appointments totaling 140 hours or more in an academic session shall be granted up to two days of paid sick leave.

- Employees with appointments totally 50 hours or more in an academic session shall be granted up to one day of paid sick leave.

Course Instructors:

Course Instructors are entitled to up to five (5) days of sick leave per academic session. This is not pro-rated based on the size of the appointment (i.e., it is the same for a ½ or full course).

Surgery, Hospitalization and Serious Illness

Members who provide documentation confirming serious illness, required surgery, hospitalization, and/or a course of treatment may be granted up to four (4) months paid leave. For clarity, this includes leaves pertaining to gender reassignment.

OTHER LEAVES OF ABSENCE

Bereavement Leave

Employees who hold a position which involves contact hours shall be entitled to, upon request, up to three consecutive days leave from scheduled contact hours, per session, without loss of pay in the event of death of a member's spouse, partner, child, grandchild, parent, sibling, or grandparent or for the death of a person whose relationship is not defined above, but the impact of which is comparable to that of the immediate family (i.e. a close friend). For clarity, this includes step and in-law relationships and relations regardless of gender.

A minimum of five consecutive days of paid leave will granted where extensive travel is required.

Jury and Witness Duty

Upon written request and supported by a copy of the summons, an employee who is required for jury duty or crown witness service will be granted paid leave during the current period of employment, for dates served. Confirmation of the date(s) and time(s) on which he/she appeared and/or served, signed by an appropriate office of the court.

Short-Term Leave

With approval, employees may arrange to exchange duties or for another employee or faculty member to substitute for periods not to exceed one week at a time.

Academic Conference Leave

With approval, an employee may take a short-term leave where they have been invited to deliver a paper, present research findings, chair a session, or serve as a discussant at an academic conference. Where it is not possible to find a substitute, the employee may be entitled to up to 2 days leave without loss of pay.

Union Conventions

Upon written request and approval, employees may be granted an unpaid leave of absence for no more than ten employees at one time, to attend any authorized labour convention or educational seminar. Such leaves shall not exceed ten working days per year for each employee to whom such leave is granted.

Compassionate Leave

Upon request, employees shall be granted leave without loss of pay of up to one week to attend to a seriously ill relative or close friend once per academic year. Additional unpaid compassionate leave may be granted during the same academic year.

Sexual/Domestic Violence Leave

Members are entitled to up to one (1) month of paid leave in cases where they are survivors of sexual/domestic violence. A written request for such leave along with any related documentation are to be submitted to Health and Well-Being Programs & Services.