



UNIT 7 LEAVES OF ABSENCE SUMMARY

Pregnancy Leave

A pregnant employee shall be granted a pregnancy leave of absence of up to 17 weeks upon written request submitted at least two 2 weeks in advance.

- Leaves of **4 months or less** shall not result in an interruption of regular monthly installments. Longer leaves will be without pay after the first 4 months.
- 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 95% of regular weekly pay during the 1 week waiting period for Employment Insurance benefits, and, for the next 16 weeks, or until the end of the appointment (whichever comes first) will pay the difference between the weekly Employment Insurance benefits and 95% of weekly salary, *provided that the employee provides proof that the employee has applied for and is receiving* Employment Insurance benefits and the amount of those benefits.
 - Please contact the [Family Care Office](#), or call the Union office at 416-593-7057.

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

Parental Leave/Adoption Leave

An employee who has been appointed for at least 13 weeks and who is the parent of a child is entitled to a leave of absence of up to 35 weeks following (a) the birth of the child; or (b) the coming of the child into the custody, care, and control of a parent for the first time.

Both parents will be eligible to take a parental leave as follows:

- Up to 35 weeks of parental leave for employees who take pregnancy leave;
- Up to 37 weeks of parental leave for all other new parents;
- Such shorter or longer period of time as might be required under the Employment Standards Act, 2000 from time to time.

Application for such leave shall be submitted in writing to the Supervisor at least 2 weeks in advance, indicating the date on which the leave is to begin. Parental leave may begin no more than 52 weeks after the day the child is born or comes into the custody, care, and control of a parent for the first time.

Parental leave of an employee who takes a pregnancy leave must begin when the pregnancy leave ends unless the child has not yet come into the custody, care, and control of a parent for the first time.

Employees who are eligible for parental leave per the paragraphs above are entitled to choose one of the two following benefits:

- Leaves of **4 months or less** shall not result in an interruption of regular monthly installments. Longer leaves will be without pay after the first 4 months.
- 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 95% of regular weekly pay during the 1 week waiting period for Employment Insurance benefits, and, for the next 16 weeks, or until the end of the



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appointment (whichever comes first) will pay the difference between the weekly Employment Insurance benefits and 95% of weekly salary, *provided that the employee provides proof that the employee has applied for and is receiving* Employment Insurance benefits and the amount of those benefits.

- Please contact the [Family Care Office](#), or email us at cupe3907@gmail.com to discuss your eligibility for this benefit.

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

Non-Birth Parent Leave

Upon the birth or adoption of a child, a non-birth parent shall be entitled to up to 1 week without loss of pay within 6 weeks of the birth of the employee's child, or the coming of the child into the care, custody and control of a parent for the first time.

Sick Leave

To qualify for sick leave the employee must notify the supervisor and the Chair or Designated Authority as to the expected duration of the illness/injury.

- Employees who have a full GA appointment (Fall/Winter) in an academic session shall be granted up to **4 days** of sick leave with no loss of pay.
- Employees who have a half GA appointment (one term only) in an academic session shall be granted up to **2 days** of sick leave with no loss of pay.
- Any additional absence or absences due to illness/injury shall be without pay.

Employees may be required to provide a physician's certificate at the Employer's expense upon return to work.

Serious Illness, Surgery and Hospitalization

An employee who provides a certificate from a licensed physician confirming that the employee is unable to attend work and/or perform duties due to a serious illness, required surgery hospitalization and/or course of treatment may be granted up to 4 months of paid leave at the employee's regular rate of pay during the period of the appointment.

Academic Conference Leave

Employees who have been invited to deliver papers, present research findings, chair sessions, or serve as discussants at an academic conference may make application to their supervisors for an unpaid leave of absence of up to ten days in any academic year. Employees are encouraged to inform their supervisor as far as possible in advance.



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Bereavement Leave

An employee shall be given one week's leave with pay upon the death of a member of the employee's family. It is understood that for the purposes of this article, family shall be broadly defined. Such leaves may be

extended by up to two days upon request by the employee to their supervisor in instances where the funeral occurs more than 200km from the employee's work location. This leave of absence applies only to

employees who may be elected or appointed by the Union to attend Union conferences and conventions. The leave must be submitted to the Chair at least 10 working days in advance, and is subject to approval. Leave of absence without pay or loss of seniority shall be granted to not more than three (3) employees. The leave shall not exceed 30 working days in total for the Bargaining Unit in any calendar year.

Union Conventions

This leave of absence applies only to employees who may be elected or appointed by the Union to attend Union conferences and conventions. The leave must be submitted to the Chair at least 10 working days in advance, and is subject to approval. Leave of absence without pay or loss of seniority shall be granted to not more than three (3) employees. The leave shall not exceed 30 working days in total for the Bargaining Unit in any calendar year. An employee shall be granted leave without loss of pay of up to 2 weeks to attend to a seriously ill relative or close friend once per academic year.

Compassionate Leave

An employee shall be granted leave without loss of pay of up to 2 weeks to attend to a seriously ill relative or close friend once per academic year. An employee shall be granted leave at full salary to appear for, sit for, or serve jury duty, or Crown witness service, provided that upon return to work the employee provides the supervisor with written confirmation of the date(s) and time(s) on which the employee appeared and/or served, signed by an appropriate official of the Court.

Jury Duty Leave

An employee shall be granted leave at full salary to appear for, sit for, or serve jury duty, or Crown witness service, provided that upon return to work the employee provides the supervisor with written confirmation of the date(s) and time(s) on which the employee appeared and/or served, signed by an appropriate official of the Court.

Union Leave

An employee who is appointed, selected or elected to work for the Union (including the CUPE National and/or any labour bodies to which the Union is affiliated) shall at the written request of the Union receive a temporary leave of absence for a period not to exceed eight (8) months,



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or the term of office, whichever is shorter. Employees on such leaves of absence will continue to be paid by the Employer.

Domestic or Sexual Violence Leave

Members are entitled to up to 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](#).