

c) conferences, seminars and workshops. (Where these are taken at the direction of departmental management they will be fully paid for from departmental estimates but are not part of this program.)

PROCEDURES

1. University of Toronto and OISE/UT. Degree courses and Diploma and Certificate Programs offered through Woodsworth College, and some Courses offered by the School of Continuing Studies

The staff member or librarian should first make formal application for admission to the appropriate faculty. Provided the individual possesses all academic and other relevant qualifications an approval notice will be issued. On receiving this a Tuition Waiver Form should be completed. This form should then be presented to the staff member's Department head or librarian's supervisor only if some part of the schedule for the course(s) will be conducted during normal working hours. The staff member or librarian requires approval from the divisional personnel office or the Human Resources Department by mail or in person to certify that the employee is eligible for the tuition waiver as requested.

Once approval has been received, the staff member or librarian, in the case of U of T or the OISE/UT. courses, should present one copy together with fees invoice and payment for all other fees to the Fees Department (or the College Bursar if the student is enrolling in a Federated College). In the case of School of Continuing Studies' courses, the copy should be taken to the School of Continuing Studies.

2. **Job Related Courses**

Applications for educational assistance for job related courses, completed in duplicate on the Form, should be submitted to the Department head or library supervisor for signature and recommendation. Completed applications should be forwarded to the Training and Development Section of the Human Resources Department for approval PRIOR TO the registration date for the course. Approval will be communicated to the individual by the return of one copy of the approved Educational Assistance Form.

Approved applications should be resubmitted to the Human Resources Department after the course terminates. Proof of payment of tuition fees and of successful course completion must accompany the application. If no final grade is assigned, individuals should furnish certificates showing not less than a 75% attendance record.

Section:	GENERAL	Code Number:	2.02.11
Item:	Maternity Leave/Parental Leave		

Maternity Leave

Staff members who have been granted maternity leave will not be required to return to work before a period of twenty (20) weeks. The University will supplement the Employment Insurance benefits as follows:

- (a) 95% of the staff members' normal regular earnings for the initial two week waiting period prior to commencement of the Employment Insurance benefits;
- (b) the difference between Employment Insurance Benefits and 95% of normal regular earnings, for a period not to exceed eighteen (18) weeks.

Exclusions

Persons employed for less than seventeen (17) weeks at the expected date of delivery.

[see [PDAD&C Memo #33, 2003-04](#)]

Parental Leave

Both parents have the option of taking a parental leave and may be eligible for Employment Insurance benefits during this leave. Birth mothers are eligible for thirty-five (35) weeks of parental leave, while all other new parents, such as birth father, adoptive parents and same-sex partners are eligible for thirty-seven (37) weeks.

The University will supplement the Employment Insurance benefits as follows:

- (a) the difference between Employment Insurance benefits and 95% of normal regular earnings, for a period not to exceed ten (10) weeks.

If both parents are employed by the University, they are each eligible for the ten (10) week subsidized parental leave.

Exclusions

Persons employed at the University for less than seventeen (17) weeks are not eligible for the subsidized parental leave.

[see [PDAD&C Memo #33, 2003-04](#)]

A kit that assists faculty in applying for such leaves is available upon request from the Family Care Office (<http://www.familycare.utoronto.ca/fmcmain.htm>).

Section: GENERAL	Code Number: 2.02.12
Item: Adoption Leave	

[see Parental Leave – also see [PDAD&C Memo #33, 2003-04](#)]

A kit that assists faculty in applying for such leaves is available upon request from the Family Care Office (<http://www.familycare.utoronto.ca/fmcmain.htm>).

Section: GENERAL	Code Number: 2.02.13
Item: Family Care Leave (formerly Child Care Leave)	

Responsibility for the care of family members shall be considered reasonable grounds for a member of the teaching staff or of the library staff to request a part-time appointment on a temporary basis at the appropriate pro rata salary. Such a request shall not be unreasonably denied.

[see [PDAD&C Memo #33, 2003-04](#)]

END OF POLICY ON FAMILY CARE LEAVE

Section: GENERAL	Code Number: 2.02.14
Item: Leaves of Absence Without Pay	

Leave of absence without pay may be agreed upon by the University and a faculty member or librarian at any time. Requests for leave of absence without pay shall not be unreasonably denied by the University. Leave of absence without pay shall not normally exceed three consecutive years.

Faculty members or librarians on leave of absence receiving twenty-five (25) per cent of salary or more shall be entitled to full participation in University benefit plans in accordance with present practice. A faculty member or librarian on leave without pay (or who receives less than 25 per cent of salary) may maintain membership in the University benefit plans in accordance with present practice.

This policy reflects Appendix A of the June 1980 Memorandum of Agreement.

END OF POLICY ON LEAVES OF ABSENCE WITHOUT PAY

Section: GENERAL	Code Number: 2.02.15
Item: Short-Term Compassionate and Emergency Leaves	

A Faculty member or librarian may arrange short-term compassionate or emergency leave with his or her Chair, Dean, Principal, or library supervisor with no loss of salary or benefits. Requests for such leaves shall not be unreasonably denied.

There is additional information concerning the continuation of the Benefit Plans under the section entitled Continuation of Benefit Plans While on leave (Code Number: 2.02.03) in the Manual of Staff Policies.

This policy reflects Appendix A of the June 1980 Memorandum of Agreement.

END OF POLICY ON SHORT-TERM COMPASSIONATE AND EMERGENCY LEAVES

Section: GENERAL	Code Number: 2.02.16
Item: Semi-retirement Provision of the University of Toronto Pension Plan	

The University of Toronto Pension Plan provides for a "semi-retirement" status for those persons who:

- are full-time staff members at the time of the request,
- have a minimum of fifteen years' full-time service,
- are between the age of 60 (i.e., June 30th coincident with or next following their 60th birthdate), and 65, and
- have obtained the approval of the respective division head or department chairman.