



UNITED STEELWORKERS LOCAL 4120

Get to know your postdoc  
benefits



UNITED STEELWORKERS LOCAL 4120

# Get to know your postdoc benefits

**\*\*Start Recording\*\***



# UNITED STEELWORKERS LOCAL 4120

<https://www.uoguelph.ca/facultyrelations/system/files/USW-PDS-CA-2023-2026-FinalWeb.pdf>

ARTICLE 27 – LEAVES

ARTICLE 28 – HOLIDAYS

ARTICLE 29 – EMPLOYEE BENEFITS

ARTICLE 30 – PROFESSIONAL DEVELOPMENT

# 27.1 Vacation Leave

PDSs appointed for six months, or more are entitled to paid vacation as follows:

i. 1.25 days per month of service (**up to fifteen (15) days per year**) from the start date to the beginning of the calendar year in which the Employee completes two (2) years of service;

and,

ii. 1.83 days per month of service (**up to twenty-two (22) days per year**) in subsequent years.

PDSs appointed for less than six months will receive vacation pay in lieu of the above vacation entitlement.



# 27.1 Vacation Leave

Vacation must be used in the year it is earned.

OR

With the approval of the PDS Supervisor, a **maximum of ten (10) days may be carried forward** to a subsequent year.

OR

In accordance with the allowable carry-over in 27.1(e), when an Employee has not used their carried over vacation credits upon reaching the end of their contract, they will **receive cash for the remaining earned, but unused, vacation credits.**



# 27.2 Floater Days

In each calendar year, provided that fourteen calendar days' notice is given to their immediate supervisor and in keeping with department requirements, **each Employee shall be entitled to two other days as "additional paid holidays" per calendar year**, but only one during the first six months of employment. An "additional paid holiday" may not be carried over into a new calendar year.

YOU MUST ASK FOR THESE!



# 27.4 Sick Days

Employees who are unable to attend work due to illness or injury, shall be granted:

- i. three working days in the **first three** month's employment;
- ii. an additional ten working days after **three months** of employment;
- iii. Thirteen days short-term medical leave renewable on their anniversary date



## 27.4 Sick Days

To qualify for sick leave without loss of pay, the Employee must promptly, and in advance if possible, notify the Faculty Supervisor of the Employee's absence and expected date of return to work.

For absences of five or more consecutive workdays, the Employee shall provide medical evidence verifying the illness.





# 27.8 + 27.9 Pregnancy & Parental Leave

**PREGNANCY:** An Employee who has been employed for at least thirteen weeks and who is pregnant shall be granted a pregnancy leave of absence of up to seventeen weeks upon written request submitted at least two weeks in advance of the leave requested.

**PARENTAL:** An Employee who has been employed for at least thirteen weeks and who is the parent of a child is entitled to a leave of absence following either (a) the birth of the child, or (b) the entry of the child into the permanent custody, care and control of the Employee for the first time. Parents will be eligible to take up to seventy-eight weeks of parental leave.



\*\*\*UNPAID LEAVES – SEE  
<https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental.html> FOR CANADIAN EI BENEFITS  
DURING LEAVE \*\*\*

# 27.8 + 27.9 Pregnancy & Parental Leave

25.5c - Nothing in this article precludes a Postdoctoral Scholar and their Supervisor from negotiating a contract extension of a length up to the length of time taken for an approved Leave. All appropriate reasons for extension will be given consideration.



# ARTICLE 27: LEAVES

Contact your  
departmental HR  
person to inquire  
about how much  
vacation you have  
remaining

ANY QUESTIONS ABOUT LEAVES?



# 28.1 Holidays

- a. Employees are entitled to paid holidays in accordance with the Paid Holidays as currently published on the Employer's website: <https://www.uoguelph.ca/hr/stafffaculty-pay/paid-holidays>. These days include, but are not limited to:
  - i. New Year's Day
  - ii. Family Day
  - iii. Good Friday
  - iv. Victoria Day
  - v. Canada Day
  - vi. Civic Holiday(s)
  - vii. Labour Day
  - viii. Thanksgiving Day
  - ix. Christmas Day
  - x. Boxing Day
  - xi. New Year's Eve Day
  - xii. Any additional day duly proclaimed as an Ontario and/or Canadian public holiday and required to be a paid holiday by Employers in Ontario.



# 28.2 Holidays

Holidays include any business days that fall on or between December 25th and January 1st. Employees are entitled to these days without loss of pay and these days do not count towards the Employee's annual vacation entitlement.

The following days comprise the 2024/2025 December/January holiday closure:

- Tuesday, December 24, 2024
- Wednesday, December 25, 2024
- Thursday, December 26, 2024
- Friday, December 27, 2024
- Monday, December 30, 2024
- Tuesday, December 31, 2024
- Wednesday, January 1, 2025

**The University will be closed on Tuesday, December 24, 2024 and will re-open on Thursday, January 2, 2025.**



# 28.5 Holidays

Any Employee required to work on one of the holidays listed in 28.1 or 28.2 of this article shall be provided with overtime pay or compensatory time off with pay at time and one half (1.5) for each hour worked in addition to their regular pay for the holiday itself.

**BUT you need prior approval from your supervisor**



## 28.7 Holidays

Each Employee is entitled to rearrange their work duties without loss of pay in order to observe the religious holiday(s) of their faith. The Employee must notify their Faculty Supervisor as early as possible before the religious holiday(s) about their intent to observe such holiday(s).



# ARTICLE 28: Holidays

ANY QUESTIONS ABOUT HOLIDAYS?





## 29.1 Extended Health Care and Life Insurance

All Members shall enroll in employee benefit plans for which they are eligible according to the terms of those plans. All Members who hold an appointment of greater than or equal to 0.35 FTE, and greater than a six (6) month appointment term, will be eligible for the following benefits from the first day of their appointment:

- 1) Extended Health Care Plan
- 2) Group Life Insurance Plan



## 29.2 Dental and Long- Term Disability

All Members who hold an appointment of greater than or 0.51 FTE will be eligible for the following benefits after two (2) years of service:

- 1) Dental Plan
- 2) Long Term Disability



# 29.1 Extended Health Care and Life Insurance

All employees with eligible from day 1 of employment

- 1) Extended Health Care Plan  
<https://www.sunlife.ca/en/>



Protect your account from fraud. Sun Life will never text, email, or call to ask for your sign in details or security code.  
[Get more security tips and advice](#)



## Invest in your future

Protect what you love and grow your money with personalized advice.

[Find an advisor](#)



# 29.1 Extended Health Care and Life Insurance



## Sign in to Sun Life

Manage your benefits, savings and investment plans with *my Sun Life*.

### Sign in

 Remember me

By signing in, you agree to these [terms and conditions](#).

### Need to register?

If you already have a workplace or personal plan with Sun Life, you can register online for **my Sun Life**.

### Having trouble signing in?

[Two-Step Verification support](#)

[My Sign-in ID is suspended](#)

[I forgot my Sign-in ID](#)

[I forgot my password](#)

UNITED STEELWORKERS  
**USW**  
Local 4120

# 29.1 Extended Health Care and Life Insurance



Dashboard Benefits

Français Profile



Good afternoon, SERRA-WILLOW!

Coverage card Drug lookup

New claim

Claim type

Start a claim



# 29.1 Extended Health Care and Life Insurance

## Benefits

Medical/Disability > [REDACTED]

  
[Submit a claim >](#)

  
[Coverage information >](#)

  
[Lumino Resources & Offers >](#)

  
[Lumino Health Centre >](#)

### Completed claims

If you can't find the [claim](#) or [estimate](#) you're looking for, select All claims.

Date	Benefit type	Claim is for	Claim total	Reimbursed	Claim number	Status
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]


- [Benefits centre](#)
- [Drug lookup](#)
- [Coverage card](#)



# 29.1 Extended Health Care and Life Insurance

## Benefits

Medical/Disability > [REDACTED]

  
Submit a claim >

  
Coverage information >

  
Lumino Resources & Offers >

  
Lumino Health Centre >

### Completed claims

If you can't find the **claim** or **estimate** you're looking for, select All claims.

Date	Benefit type	Claim is for	Claim total	Reimbursed	Claim number	Status
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

- > Benefits centre
- > Drug lookup
- > Coverage card



# 29.1 Extended Health Care and Life Insurance



Help

- Home
- Coverage
- Lumino Provider Search
- Claims
- Lumino Health Centre
- Changing employer
- FAQs

### Quick view

Member ID: [REDACTED]  
Medical: [REDACTED]  
PSA: [REDACTED]  
Disability: [REDACTED]

#### Claims and coverage

Most Recent Claim Payment:	[REDACTED]	[REDACTED]
Personal Spending Account balance:		
01 Jan 2024 - 31 Dec 2024	[REDACTED]	
01 Jan 2023 - 31 Dec 2023	\$0.00	
Total remaining PSA Balance as of:	17 Oct 2024	[REDACTED]
<u>Need glasses/lenses?:</u>		[REDACTED]

#### Wellness resources

- [Lumino Health Centre](#)
- [Lumino Provider Search](#)

#### Guides and Information

- [Plan member communications](#)
- [Resource centre](#)
- [Provincial Health Plans](#)

### Take me to

- [Submit a claim »](#)
- [Lumino Provider Search »](#)
- [Delisted providers list »](#)
- [Direct deposit and online claim statements »](#)
- [Coordination of benefits »](#)
- [Print drug card »](#)
- [Print travel card »](#)
- [Travel benefit »](#)
- [Changing employer »](#)





# 29.11 Flexible Spending Credits

2023: \$300

2024: \$400

2025: \$500

Achieved in 2023-2026 round of collective bargaining.  
Can be used for a variety of health and wellness related options.

TO BE ALLOCATED TO ONE OR TWO ACCOUNTS:



# 29.11 Flexible Spending Credits

2023: \$300

2024: \$400

2025: \$500

## 1) Health Care Spending Account (HCSA)

- The Health Care Spending Account (HCSA) can be used to pay for employee and/or eligible spouse's/dependents' qualifying medical and dental expenses under the Income Tax Act (Canada), that are not covered or are only partially covered by the University's group benefits plan.



# 29.11 Flexible Spending Credits

2023: \$300

2024: \$400

2025: \$500

Making a claim:

<https://www.uoguelph.ca/hr/flexible-credit-spending-faq>

## Health Care Spending Account (HCSA)

**How do I submit claims under my HCSA?**

**Answer:** HCSA claims can be submitted either through

- [Sun Life Members services portal](#)
- [Sun Life Mobile app](#)
- Paper Claim Form and submitting to:

Sun Life Assurance Company of Canada  
PO Box 2010 Stn  
Waterloo, ON, N2J0A6



# 29.11 Flexible Spending Credits

2023: \$300

2024: \$400

2025: \$500

## 2) Taxable Wellness Spending Account (TWSA)

- The TWSA is intended to support the health and wellness for employees only (i.e. spouses/dependents are not eligible). Wellness spending account reimbursements are taxable benefits and will be reported on annual T4 statements of the employee.



# 29.11 Flexible Spending Credits

2023: \$300

2024: \$400

2025: \$500



## Taxable Wellness Spending Account (TWSA)

### Fitness-related services

- fitness club memberships
- registration fees for fitness-related programs or lessons such as yoga, aerobic classes, dance, swimming, sailing lessons
- sports team memberships and registration fees
- annual memberships, such as golf, curling, skiing etc.
- court fees, green fees, ski passes, lift tickets and race registrations
- personal trainers, fitness consultants, lifestyle consultants and exercise physiologists

### Fitness equipment

- durable equipment eg: treadmills, exercise bikes and universal gym
- sporting equipment, eg: Skates, roller blades, bicycles, athletic footwear, hiking boots, curing equipment, tennis racquets, golf clubs, safety helmets, snow gear, table tennis tables, canoes, kayaks and paddleboards
- athletic gear, eg. hiking backpacks, running jackets
- heart rate monitors/fitness watches – fitbit, apple watch, fuelband, garming forerunner

### Health-related services

- weight management programs (excluding food)
- smoking cessation programs
- nutrition programs and counselling
- maternity services (prenatal classes and mid-wife services)
- alternative health practitioner eg: reflexologist, iridologist, herbalist, homeopath, athletic therapist, Chinese medical practitioner, Shiatsu therapist, osteopathic practitioner, acupressurist, holistic nutritionist, bio-energy therapist and Dr. Integrative Medicine
- stress management programs

- spiritual/wellness retreats (cost of program but excludes cost of travel & accomodations)
- cholesterol and hypertension screening
- health assessments
- allergy tests
- vitamins & supplements, including herbal products
- other alternative wellness services: Reiki, Ayurvedic medicine, touch therapy, Rolfing and light therapy

### Insurance premiums

- insurance premiums paid for Critical Illness, Life Insurance and Long Term Care

### Work-life balance

- child care expenses
- elder care expenses

### Other services

- hobby and general interest classes/courses and supplies not related to professional development
- services of professionals eg: Lawyers, financial planners, chartered accountants, investment advisors

# 29.11 Flexible Spending Credits

2023: \$300

2024: \$400

2025: \$500

Making a claim:

<https://www.uoguelph.ca/hr/flexible-credit-spending-faq>

## Taxable Wellness Spending Account (TWSA)

**How do I submit TWSA claims?**

**Answer:** TWSA claims must be submitted using the [Taxable Wellness Spending Account Claim Form](#).

Completed claim forms must be submitted by email ([myclaims@sunlife.com](mailto:myclaims@sunlife.com)) or mailed to:

Sun Life Assurance Company of Canada  
PO Box 2010 Stn  
Waterloo, ON, N2J0A6



# 29.11 Flexible Spending Credits

2023: \$300

2024: \$400

2025: \$500

Only one (1) election may be made in any year which cannot be changed!

Where an employee fails to make an election for the Flex Credits, as an automatic default, one hundred per cent (100%) will be automatically credited to the employee's HCSA, with no allocation to the Taxable Wellness Spending Account.

All allocations of Flex Credits must be made in fifty dollar (\$50) increments.





# 29.11 Flexible Spending Credits

2023: \$300

2024: \$400

2025: \$500

Account Balance Carry Forward Provisions

Unused account balances can be carried forward and combined with new Flex Credits allocations for the following calendar year.

Carry forward balances must remain in the original accounts (i.e., no inter account transfers are permitted once the allocation election has been made).

At the end of the second calendar year, any balances remaining from the previous year will be forfeited. (i.e., spending in any one (1) year must exceed funds carry forward from year immediately preceding.)





# 29.9 Employee and Family Assistance Program (EFAP)

Employee and Family Assistance Program (EFAP) provides confidential, professional counselling for personal, family, relationship, and wellness issues.

Under this program, access to confidential counselling is available 24 hours a day, seven days a week for personal, family, relationship and wellness issues in accordance with the Employer's EFAP provider.



# 29.9 Employee and Family Assistance Program (EAFP)

EAP/EFAP (1-800-663-1142) supports eligible staff and their dependents. There is traditional counselling available as well as a variety of other programs under “LifeSmart” by Homewood Health. This includes programs such as smoking cessation, financial planning, legal assistance, nutrition assistance, grief/loss coaching, first-time parenting advice, among others.

Please see Homewood Health EFAP Overview for full details:

<https://homewoodhealth.com/corporate/services/stay-at-work/efap>



# 29.10 Athletic Fee Subsidy

Postdoctoral scholars, regardless of contract length, shall have access to a subsidized membership for use of the on-campus athletics facilities in accordance with the HR policy:

<https://www.uoguelph.ca/hr/staff-faculty-hr-policies-all-employees/518-athletic-feesubsidy-all-staff>



# ARTICLE 29

ANY QUESTIONS ABOUT EMPLOYEE  
BENEFITS?



# 30.2 Professional Development Fund

The fund makes three calls a year for postdoctoral fellows with **valid contracts** at the University of Guelph to apply for funds to assist with professional development activities **not otherwise funded by the Employee's supervisor or department, up to \$500.00.**

These activities include but are not limited to conference attendance, professional membership, training and related professional development activities.



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These activities include but are not limited to conference attendance, professional membership, training and related professional development activities.

DOES NOT COVER EQUIPMENT – ALL NECESSARY EQUIPMENT TO PERFORM WORK SHOULD BE PROVIDED BY EMPLOYER – SEE ARTICLE 14.4 IN COLLECTIVE AGREEMENT



# 30.5 Job Review

Where an Employee **applies for a full-time position at the University of Guelph** (inclusive of jobs described in the Postings and Appointments Article 21) **and does not get hired**, the Employee may request a meeting with a member of the selection committee to receive feedback on their job application.

The Parties understand and agree that this meeting is to be for pedagogical purposes only and does not include any right for the Employee to be accompanied by a Union Representative.



# 30.6 Career Advancement Support

Due to the temporary and transitional nature of postdoctoral appointments, the Parties agree that Employees require flexible time to interview for potential further employment. **The Employee is entitled to schedule and attend interviews or workplace visits (such as campus visits) for up to three (3) days in each year of their contract.**

Where possible, the Employee should endeavour to schedule interviews with minimal disruptions to their work schedule. An equivalent amount of work time used for this purpose will be made up by the Employee over the balance of the contract, as identified and agreed upon by the Employee and Supervisor.





# ARTICLE 30

ANY QUESTIONS ABOUT  
PROFESSIONAL DEVELOPMENT





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Additional resources

USW4120 – unit A website:

<https://uswlocals.org/usw-local-4120/postdoctoral-scholars-0>

OGPS website:

<https://graduatestudies.uoguelph.ca/postdoctoral>