

## Eligibility for CUPE 1334

Participation in the TWSA arrangement is restricted to active and eligible RFT and CLT and eligible TFT employees represented by CUPE 1334 meeting the criteria as set out below:

- In order to be eligible to participate a TFT employee must be employed on a contract greater than twelve (12) months or have been continuously employed full-time with the University for twelve (12) months or more as at May 1, 2020, or each January 1st thereafter.
- For the purpose of this Agreement, active RFT, CLT, and TFT employees shall include those employees on any statutory protected leave (i.e. maternity or parental leave, family medical leave, etc.), short term disability, long term disability, drawing WSIB benefits, on vacation or an otherwise approved paid leave of absence. Individuals on long-term disability on the effective date of the program will not be eligible to participate in the program until such time as they return to active employment.
- An active employee does not include an RFT, CLT or TFT employee on a leave of absence without pay for a period of thirty (30) calendar days or more.
- A CLT employee will be permitted to make submissions and receive reimbursements under the TWSA program during their normal period of lay-off.
- Retirees are not eligible to participate in the TWSA arrangement.
- Newly hired RFT, CLT and TFT employees will have access to one hundred percent (100%) of TWSA for the calendar year, provided their employment commences on or before July 1st of the same calendar year.
- All RFT, CLT and TFT employees whose employment commences after July 1st, with the exception of those hired after November 30th, as detailed below, will see their TWSA prorated by fifty percent (50%) for the balance of that calendar year.
- Those employees hired after November 30th will not be eligible to participate in the TWSA program until the following calendar year.

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### Source

URL: <https://www.uoguelph.ca/hr/staff-faculty/benefits/canadian-union-public-employees-cupe-1334-benefits/flexible-spending-1>