**Reference Year: May 1 – April 30**

Temporary Alternative Work Arrangements (TAWA), which are intended to offer flexibility to meet departmental and employee needs, may be granted to Research Assistants **or** Research Associates.

1. These arrangements are temporary in nature. They can be renewed by April 30 each year. The reference period for Temporary Alternative Work Arrangements is of twelve (12) months' duration, May 1 to April 30.
2. On an annual basis, the Research Director should review existing agreements, which may be subject to renewal, together with any new requests for Temporary Alternative Work Arrangements.
3. Once agreed by the Research Director, the HR Advisor/Direct Services Representative should forward the request no later than April 1to ensure timely review prior to May 1.
4. Any modification or extension to an agreement of a Temporary Alternative Work Arrangements must be reviewed by the Research Director and a new agreement completed and signed.

Requests should be sent directly to academicapprovals.hr@mcgill.ca.

|  |  |
| --- | --- |
| **Working Conditions/benefits** | **Impact** |
| 1 | Salary | Annual salary is pro-rated. |
| 2 | Overtime | Overtime credit, where applicable, shall only be accumulated for hours worked in excess of 40 hours per week. |
| 3 | Salary Increase | Normal salary increases apply subject to the appropriate prorating of salary. |
| 4 | Health & Dental Plans | No change |
| 5 | Pension | Based on reduced salary. |
| 6 | Life Insurance | Based on reduced salary. |
| 7 | Short Term Disability | Based on reduced salary. |
| 8 | Long Term Disability | Based on reduced salary. |
| 9 | CSST | Based on reduced salary. |
| 10 | Maternity Leave | Based on reduced salary. |
| 11 | Vacation | Pro-rated |
| 12 | Personal Days | Pro-rated |
| 13 | Statutory Holidays | Employee is compensated on a prorated basis (% of full time schedule). |
| 14 | Service Credit | Pro-rated |

This letter is to confirm the University's agreement to your request for a Temporary Alternative Work Arrangement. **This agreement is subject to annual renewal on May 1 of each year.**

**Employee Name:**       / **ID:**     **-**     **-**

**Faculty:**

**Position Number:**

1. Effective May 1 **OR**       (indicate alternative date if applicable), your hours of work in your current position will be [ ] reduced [ ] increased from       (hours) to       (hours) per week in accordance with the following work schedule:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DAY** | **DAILY HOURS WORKED** | **LUNCH BREAK** | **DAY** | **DAILY HOURS WORKED** | **LUNCH BREAK** |
| [ ] Monday |      |      | [ ] Thursday |      |      |
| [ ] Tuesday |      |      | [ ] Friday |      |      |
| [ ] Wednesday |      |      | [ ] Saturday |      |      |

1. Overtime credit, where applicable, shall only be accumulated for hours worked in excess of 40 hours per week, subject to approval.
2. All paid time off will be pro-rated, which includes the following: personal days, vacation, plus one (1) floating day that is scheduled during the Christmas holidays.
3. Benefits, which are a function of salary, will be based on your reduced salary. These include: Life insurance, LTD, STD, CSST, pension and maternity leave.
4. Statutory Holidays: You are entitled to the statutory holidays on a prorated basis (% of full time schedule).
5. If due to exceptional circumstances, either party wishes to modify the terms of this agreement, **prior written notice of at least twenty (20) working days** is required and must be reviewed by the Research Director.

**Signature of Employee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I understand and agree with the above Temporary Alternative Work Arrangement.**

**Signature of HR Advisor/**

**Direct Services Representative:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Research Director:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_