1. **INTENT OF POLICY**

The intent of this policy is to allow faculty members to reduce their workload as much as 50%.

2. **ELIGIBILITY**

All faculty members who:

i. have ten or more years of continuous full-time service, or equivalent, with the University; or

ii. are age 60 or older; or

iii. are faculty members of any age on a regular appointment and are eligible.

3. **PARTICIPATION**

i. The standard form of reduced workload shall be an equal, proportionate reduction in teaching, scholarly activity, and University "citizenship". This shall be optional for any eligible faculty member. A person intending to exercise this option shall normally give one full year's notice in writing to his/her departmental chair or Faculty dean.

ii. An eligible faculty member may propose any other form of proportional reduction. Such proposals will be discussed fully with the departmental chair, the Faculty dean, the Vice-President (Academic), and the President, and
require authorization by the Vice-President (Academic).

iii. Faculty who meet the eligibility requirements described above and who are already on a reduced workload prior to the implementation date of this policy will receive full retroactive pension credits for the period of reduced workload subsequent to their becoming eligible.

iv. The resumption of full-time duties by a faculty member who is on a reduced workload will only be by mutual agreement between the individual and the University.

4. McMaster Contributory Pension Plan

i. The annual salary of the member on a reduced workload will be adjusted proportionally from the full-time salary. The equivalent full-time salary will be reviewed each year in accordance with the University salary policy. Salary payments will be made in twelve equal monthly installments throughout the year.

ii. The faculty member's contributions to the McMaster Contributory Pension Plan will be calculated on the basis of equivalent full-time salary then prorated according to the reduced workload. The University will contribute the balance.

iii. A year of reduced workload will be counted as one full year for pension and benefit purposes.

iv. The guidelines regarding participation are the same as those governing participation of full-time employees.

5. Salary Continuance, Long Term Disability, Group Life, and Survivor Income Benefit

i. Coverage will extend throughout the year.

ii. Benefits and contributions will be based on the faculty member's equivalent full-time salary.
6. HEALTH INSURANCE (OHIP, MAJOR MEDICAL, ETC.)

i. Coverage will extend throughout the year.

ii. Contributions will not be pro-rated and will be made on the same basis as for full-time employees and must be paid over the full calendar year.