

**CUPE 3904 UNIT 1
IMPORTANT DATES
2023-2024**

<u>2023</u>	
SEPTEMBER	
September 5	First Day of Fall Classes (all undergraduate classes including Engineering)
OCTOBER	
October 1	Unit 1 Fall Professional Expense Reimbursement Lottery (PERL) form becomes available for those holding Part Time appointments Only
October 9 – 13	Fall Study Week (No Classes)
October 30	Unit 1 Fall Professional Expense Reimbursement Lottery (PERL) forms Due by 4pm through the Online Submission Portal Only
NOVEMBER	
November 1	Unit 1 Winter Job Postings become available (Please note that some departments post earlier than the November 1 deadline and close ten business days after posting. Your department is required to send an email notifying all Unit 1 members who have taught in the department currently and over the previous two years that the postings are available. Please follow the instructions on the job posting and ensure you provide a complete application.)
November 14	Unit 1 Winter Job Postings Close
DECEMBER	
December 4	Last Day of Fall Undergraduate Classes
December 5	Fall Undergraduate Study Day (No Classes)
December 6 – 17	Fall Undergraduate Exam Period (includes Saturdays and Sundays)
December 23 – January 5	Winter Break (No Classes – University Closed)
<u>2024</u>	
JANUARY	
January 8	First Day of Winter Classes for all Engineering and some Architecture Classes only)
January 12	First Day of Winter Classes – All Undergraduate Classes (except Engineering and some Architecture Classes)
January 15	Fall Currency Reports Due for those holding Fall Only Contracts
FEBRUARY	
February 1	Unit 1 Professional Expense Reimbursement Fund (PERF) form becomes available online for those holding Reduced and Full Sessional Appointments Only in Fall and/or Winter

	Please Note: Only ONE PERF Claim form will be accepted for the academic year. You must submit for your full allowable claim for the academic year with receipts.
February 17 – 23	Winter Study Week (No Classes)
MARCH	
March 1	Unit 1 Winter Professional Expense Reimbursement Lottery (PERL) forms become available for those holding Part Time appointments Only
March 1	Unit 1 Spring/Summer Job Postings become available (Please note that some departments post earlier than the November 1 deadline and close ten business days after posting. Your department is required to send an email notifying all Unit 1 members who have taught in the department currently and over the previous two years that the postings are available. Please follow the instructions on the job posting and ensure you provide a complete application.)
March 14	Unit 1 Spring/Summer Job Postings Close
March 29	University Closed – No Classes (Good Friday)
March 30	Unit 1 Winter Professional Expense Reimbursement Lottery (PERL) forms Due by 4pm through Online Submission Only
APRIL	
April 12	Last Day of Winter Undergraduate Classes
April 15	Unit 1 Professional Expense Reimbursement Fund (PERF) forms DUE through Online Submission Portal Only BY 4pm (for those holding Reduced and Full Sessional Appointments in Fall and/or Winter Only) Please Note: Only ONE Unit 1 PERF Claim form will be accepted for the academic year. You must submit for your full allowable claim for the academic year with receipts.
April 15 - 27	Winter Undergraduate Exam Period (includes Saturdays and Sundays)
April 30	First Day of Spring and Spring/Summer Undergraduate Classes
MAY	
May 15	Currency Reports Due for those holding Fall and Winter Part Time appointments for the Academic Year, Winter Only appointments (either Part Time, Reduced or Full appointments), and Fall and Winter appointments where One Term was a Part Time appointment and the Other Term was a Reduced or Full Time Sessional appointment
May 8	First Day of Spring Optional Specialization Classes for Optional Specialization in Engineering Innovation and Entrepreneurship, and Management Science Classes
May 8	First Day Spring of Engineering Transition Program Courses
May 20	University Closed – No Classes (Victoria Day)
JUNE	

June 1	Currency Reports Due for those holding Fall and Winter Reduced and Full Sessional appointments for the Academic Year
June 12	Last Day of Spring Undergraduate Classes
June 22	Last Day of Optional Specialization and Engineering Transition Courses
June 24	First Day of Summer Undergraduate Classes
June 24 – 28	Spring Final Exam Period for Optional Specialization Classes for Optional Specialization in Engineering Innovation and Entrepreneurship, and Management Science Classes
JULY	
July 1	University Closed – No Classes (Canada Day)
July 2	First Day of Summer Classes for Optional Specialization in Engineering Innovation and Entrepreneurship, and Management Science Classes
AUGUST	
August 2	University Closed – No Classes (TMU Day)
August 5	University Closed – No Classes (Civic Holiday)
August 6 – 12	Last Day of Spring/Summer and Summer Classes
August 14	Last Day of Summer Classes for Optional Specialization in Engineering Innovation and Entrepreneurship, and Management Science Classes
August 15 – 16	Day of Final Exams for Optional Specialization in Engineering Innovation and Entrepreneurship, and Management Science Classes