

Unifor Members on Voluntary Lay-Off

The following will provide some general guidelines for Unifor represented employees who have volunteered for Lay-Off.

Background

Due to exceptional and unforeseen events, Air Canada is operating a greatly reduced schedule and this affects the number of employees required to support our operation. We thank you for volunteering to be placed on lay-off.

During your absence from work, it is important to regularly check your Air Canada email account and to maintain your personal profile information up to date.

The following will provide a summary of the terms and conditions that apply to you during this period of voluntary lay-off.

Access Cards & System Access

While on voluntary lay-off employees are not permitted to use any Air Canada access cards (such as access card to offices or buildings). While you may not be asked to turn in your Transport Canada Security I.D. Card, use of this card is strictly prohibited during this period. Any usage may result in permanent revocation of these privileges by Transport Canada.

While on voluntary lay-off, employees still have access to ACAeronet, HR Connex, ETS and Air Canada email.

Employment Insurance

Employees on voluntary lay-off may apply for Employment Insurance. The fact that this lay-off is voluntary will not inhibit your eligibility. Please refer to the Service Canada website for information on how to apply.

Company Service Date

Employee service date will not be affected by voluntary lay-off. Employees on voluntary lay-off will retain their current service date.

Employee Travel

Employees on voluntary lay-off continue to have access to their personal travel privileges although we strongly recommend against leisure travel at this time. Employees that travel may encounter difficulty returning home due to our reduced schedule as well as evolving travel restrictions established by Canadian or other governmental authorities. Please refer to the Employee Travel Site (ETS) for any travel restrictions during this period.

For any travel or billing inquiries, please contact the Travel Care Team:
actravel.voyageac@aircanada.ca or 1-833-847-EMPL(3675).

Shift Trades

Shift trades will not be available during a period of voluntary lay-off.

Vacation

Any missed vacation will be rebid based on operational requirements upon your return, with vacation entitlement being prorated for the duration of the time period that the employee is off work.

Company Sick Leave & GDIP

Employees who are in receipt of GDIP benefits prior to the commencement of the voluntary lay-off will continue to receive benefits until their disability ceases (determined by the disability insurer), at which time they will be placed on voluntary layoff Status.

Employees who are absent due to illness prior to the commencement of the voluntary lay-off must complete the applicable waiting period prior to becoming eligible for GDIP benefits. Company paid sick leave is not applicable for that portion of the waiting period which occurs during the voluntary lay-off. Employees will consequently be placed on voluntary layoff status.

Employees must contact Canadian Benefits at 1-800-268-0285 to request their GDIP forms. These will not be sent automatically.

In the event an employee becomes ill during voluntary lay-off and continues to be ill at the end of the period of voluntary lay-off, entitlement to paid sick leave (including any applicable waiting periods) will commence from the date the employee is scheduled to report for work after return to normal operations.

Upon return to active duty, in the event an employee is unable to report to work due to medical reasons, the employee must contact their immediate Supervisor (or alternate) or the attendance desk whichever is applicable to their department.

Normal procedures regarding supporting documentation for medical disability will apply.

Workers Compensation

Employees who are absent from work on account of injury on duty when the period of voluntary lay-off commences and who qualify for Workers' Compensation benefits, will be entitled to those benefits until the disability ceases (determined by the applicable Provincial Worker's Compensation Board), at which time s/he will be placed on voluntary lay-off.

Employees who are absent due to a work-related injury prior to the commencement of the period of voluntary lay-off must complete any required waiting period, specific to the applicable Provincial Worker's Compensation Board, prior to becoming eligible for Worker's Compensation benefits.

Personal Leave of Absence

An employee on a personal leave of absence without pay will see the personal leave terminated and will be placed on voluntary lay-off.

Employee Share Ownership Program (ESOP)

While on voluntary lay-off, employees are not able to enroll in the ESOP plan or change their contribution percentage. For employees who are already enrolled in ESOP, their deductions will be suspended following the last pay period for which their paycheque was issued. Normal deductions will re-start on the first paycheque received upon return to work.

Profit Sharing Plan (PSP)

Air Canada will be paying the 2019 Profit Sharing to employees on voluntary lay-off, and if there is a Profit Sharing payout next year, it will be based on your annual earnings (base pay + overtime).

Shine Points

Employees on voluntary lay-off will still have access to their Shine Points balance and will be able to redeem them for any/all goods available in the catalogue; this can be accessed through the ACAeronet Shine tab, as usual.

Employees will not be able to recognize colleagues or receive any new recognition while on voluntary lay-off.

Group Benefits – Benefit Claims

Employees can elect to do one of the following:

1. Submit their claims using the PhotoClaims feature available via the ClaimSecure App; or
2. Utilize the eClaims feature on ClaimSecure's eProfile (access by clicking the health and dental claims link on HR Connex home – under "Benefit"; or
3. Hold onto their paper Health / Vision / Dental claims until their return-to-work; or
4. Mail them directly to:

Air Canada / ClaimSecure
PO Box 7878
Sudbury ON, P3E 0A9

Note: Your ClaimSecure Pay Direct Drug card will remain active.

Payroll Deductions

Payroll deductions have been classified in four categories, as listed below. The policies for each are as described:

1. Compulsory - such as:

Income Taxes
Employment Insurance and Quebec Parental Insurance Program
Canada and Quebec Pension Plans
Air Canada Pension Plan
Wage Garnishments
Union Dues

The above deductions will be made as required on all paycheques issued whether they are for full or part pay periods.

2. Employee Group Benefit Protection:

If you have benefits for which you pay all or part of the premiums, notification will be sent to your **Air Canada email address** advising that an electronic Benefit Status

Advice (BSA) has been prepared; the BSA outlines the monthly contributions you must pre-pay in relation to your benefit coverage while on leave. You must identify which plans you wish to maintain while on leave and pre-payment must be in the form of post-dated cheques.

Health and Dental coverage will remain in effect and no premiums are required.

Basic Group Life Insurance

*Supplementary Group Life Insurance

*Voluntary Accidental Death, Dismemberment & Loss of Use Insurance

Deductions for the above will continue to be made as normally scheduled on any full or part paycheques issued. When pay has ceased, employees will be given the opportunity to maintain coverage by pre-payment per described above.

*Voluntary Insurance plans

Employees that do not pre-pay for this coverage should be made aware that their coverage will be cancelled, and they will have to re-apply if they wish to re-acquire upon their return to work. For Supplementary Life/Dependent Life this means completing evidence of insurability and approval by insurance company prior to reinstatement.

3. MASS Personal Auto, Home & Tenant's Insurance

Deductions for the above personal insurances will be suspended following the last pay period for which paycheques are issued. To ensure your coverage continues during the duration of the voluntary lay-off please contact Mass at 800-363-0960 to arrange for premium payments. Deductions will resume with your first paycheque you receive following your return-to-work.

4. Other Deductions:

Uniform and Accessories – recovery will commence upon your return to the active payroll.

Air Canada Pension Plans

If you are a CSSA and were hired before June 27, 2011 or a Crew Scheduler hired before February 15, 2012, you participate in the Defined Benefit Component of the *Air Canada Pension Plan – Crew Schedulers and CSSA* (the Defined Benefit (DB) pension plan). You do not contribute to the pension plan during periods while you are laid off and do not accumulate allowable or qualifying service in the pension plan. However, subject to income tax limitations, you will have the opportunity to buyback that period to have it recognized as

allowable and qualifying service in the pension plan. Should you decide to do so, you will have to pay the full cost to the pension plan (employee contributions and employer cost) for that period. To apply for the buyback, you will have to contact HR Connex Pension at 1-833-847-3675 **within 90 days after returning to work**. You will be provided at that time with the cost and necessary documents to buyback the period.

If you are a CSSA and were hired on or after June 27, 2011 or a Crew Scheduler hired on or after February 15, 2012, you participate in the Hybrid Component of the *Air Canada Pension Plan – Crew Schedulers and CSSA* (the Hybrid pension plan), which consists of a Defined Benefit (DB) Component and a Defined Contribution (DC) Component:

Under the DB Component, you do not contribute to the pension plan during periods while you are laid off and do not accumulate allowable or qualifying service in the pension plan. However, subject to income tax limitations, you will have the opportunity to buyback that period to have it recognized as allowable and qualifying service in the pension plan. Should you decide to do so, you will have to pay the full cost to the pension plan (employee contributions and employer cost) for that period. To apply for the buyback, you will have to contact HR Connex Pension at 1-833-847-3675 **within 90 days after returning to work**. You will be provided at that time with the cost and necessary documents to buyback the period.

Under the DC Component, you and Air Canada also stop contributing to the pension plan during periods while you are laid off. You are not permitted to payback your contributions in the DC component of the plan.

Income Tax Limitations: Your eligibility to buyback that period will be subject to any limitations under the Income Tax Act and regulations and may be subject to the approval of the Canada Revenue Agency and other government pension authorities. Generally, the period that you can buyback is limited to years (5) years including periods that you bought back for any other type of leaves in the past. It could go up to eight (8) years if you have maternity/parental leaves. Your eligibility to buyback this period on voluntary layoff status will be determined at the time you apply for the buyback upon your return to work.

Record of Employment (ROE)

A Record of Employment (ROE) is issued for any interruption of earnings beyond seven (7) calendar days. We will issue an electronic ROE directly to Service Canada shortly after your last day of work. You will not receive a paper copy in the mail.

Employee Care Team

Personal Information Changes

It is the responsibility of each employee to ensure that Air Canada has the most up to date information on file. Please provide any changes via the HR Connex Home Page under the section “Personal Information change” or contact the Employee Care Team at 1-833-847-EMPL (3675).

Need assistance?

You can contact the Employee Care Team via people.employees@aircanada.ca or call 1-833-847-EMPL (3675) for any questions or concerns. An option will be available in our menu for employees on Off Duty Status/Lay Off.

How will I be recalled to active duty?

Regardless of whether you elected the 30, 60 or 90 day voluntary lay-off, you are subject to recall with 72 hours notice at any time. Should you not be recalled prior to the end of your voluntary lay-off, you will be contacted a few days in advance of the end of your voluntary lay-off and provided details of your return to work.

We remain committed to returning you to active duty and our operation to normal as quickly as possible.