

From Here to Maternity



All the information you need to know about your work from Maternity
to Parenthood

Updated YYZ Ontario May 2019

This document was provided to you on behalf of CUPE and is intended to guide you through this busy, and perhaps stressful, time. If there is any variance between this document and the Collective Agreement or any applicable legislations or policies, the Collective Agreement, legislation and policies will take precedence. Any information included in this document may change without notice. If you are aware of any new information, please bring it to our attention and we will gladly update this document.

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Zika Virus

You may request accommodation from the company in form of reassignment of any duties that would take you to an area listed as a Zika risk according to the Centers for Disease Control (CDC). The partner of a woman who is trying to get pregnant can also request this accommodation as Zika has been confirmed to also be sexually transmitted.

To do this, contact crew scheduling with your request and follow up with your manager to provide a statement of your intent.

This accommodation is available while you are trying to conceive and throughout your pregnancy. For the most up to date information about Zika infected areas and Air Canada's accommodation policies, contact your local Health & Safety representatives.

Cosmic Radiation (PC Aire)

You may elect to continue working while pregnant but should contact Air Canada Occupational Health Services or your medical doctor at the beginning of the pregnancy for an assessment since there are potential health risks related to flying while pregnant, including exposure of the fetus to Cosmic Radiation.

It is recommended that pregnant women be exposed to no more than 1 mSv of radiation over the course of their pregnancy; at this level of exposure, no observable health effects are expected.

You can monitor your individual exposure level by using the cosmic radiation dose management system powered by PCAire© Inc. This system can be accessed via aircanada.pcaire.com or via ACAeronet under *My Safety > PCAire*. Please use your ACAeronet username. If you have never logged in before, your password will consist of your day and year of birth (e.g. employee's password born on May 2, 1980 is 021980). As soon as you access the system, you will be able to change the password to one of your choosing.

For more information on Cosmic Radiation you may consult your local Health & Safety Committee.

I think I'm pregnant.

If you think you are pregnant, you can request a reasonable amount of time, up to two weeks, to confirm your pregnancy with a doctor and decide if you should continue flying for the duration of the pregnancy. At the time that you suspect you may be pregnant, you should call Crew Scheduling (book-off line) and book-off. You will be asked the reason for the book off and you must advise them it's because you think you are pregnant. They will email your manager, Crew Planning and Employee Engagement. You will receive an offer of alternate work within 24 hours via your Air Canada email, weekends included. In order to receive pay protection for pairings missed while you are waiting for confirmation of pregnancy, you must work on the ground on the days you were scheduled to fly.

Once you have received confirmation of pregnancy you must provide a medical note to the Coordinator Employee Engagement Specialist in your region (at this time for YYZ 905-676-4300 ext. 2246, for YUL call 514-422-2472, for YYC and YVR call 604-295-4250)

If you are not pregnant, you are pay protected because you did alternate work.

If you think you are pregnant and but are ill and feel too sick to work: book off due to illness, do not advise crew scheduling that you think you are pregnant. Stay booked off until you are well. You must apply for WIP if you remain booked off for more than 14 days.

Once you are well you can book on and continue to fly as long as you are fit as per the Company policy.

Maternity Uniform

Contact your manager to request authorization to access the maternity uniform ordering section of Unisync's website. If you're electing to work on the ground during pregnancy, please speak to your manager regarding requirements to wear uniform. Please note that you will not receive the dry cleaning or footwear allowance if you are not wearing your uniform to work (for example if you're working at the corporate office in YUL and wearing business clothes). We advise ordering well in advance as there has been a trend of maternity items being on back order.

I'm pregnant and I want to keep flying

You may elect to continue working while pregnant. If a pregnant flight attendant continues working, the same standards will be applied to her as to all cabin crew. Pregnant cabin crew will be placed on compulsory maternity leave, at any time, if they cannot meet the requirements of the job (FAM, 2.5.1.6).

If you decide to keep flying you are under no obligation to inform the company of your pregnancy right away. You must, however, be grounded at 36 weeks gestation. If you request any accommodation (avoiding Zika virus areas, maternity uniform, ground work etc.) or request your maternity leave you must provide medical substantiation confirming your pregnancy and detailing the estimated due date. As per article 10.04.02 you may also be asked to submit a note from your doctor/midwife confirming you are fit to fly every two weeks commencing in the 20th week of your pregnancy.

I'm pregnant and want alternate work

You must provide a note from a doctor or midwife confirming your pregnancy and your estimated due date.

At most bases you will be required to fill out the "Alternate Maternity Work Application". Air Canada wants your personal resumé because groundwork is not limited to the IFS department and they need to match your skills to positions in other departments in need. Speak to your manager to see if this applies to you. The company will provide accommodation, short of undue hardship, to employees with medically validated pregnancy complications through groundwork (Collective Agreement 10.04.02.01).

You may request, before starting ground duty, the number of days you wish to work up to a maximum of five days a week, provided such accommodation is available (Collective agreement 10.04.02.02). Be aware that most jobs available will probably be full time / 5 days a week.

Flight Attendants working a full time (40 paid hours/week) maternity alternate assignment will have two options concerning their pay for the duration of their work assignment:

Option 1 > Shadow bidding > you bid and are awarded flights which you will not actually operate. This may not be the best option if you are usually awarded a reserve block, since the MMG (75hrs) would be your monthly credits. If your seniority permits you to hold blocks, you would use your blocked credits. If you are a SD, you will be paid at the rate of your blocked credits.

Calculate as follows > (hourly rate times monthly credits) divided by number of business days = your daily rate

For example:

Monthly credits: 78h30	Business days in a month: 22
Hourly rate: \$36.70	Days in month: 31
Days you worked: 20	

Calculate: $\$36.70 \times 78h30 = \2880.95

$\$2880.95 / 22 = \130.95

****Your daily rate is \$130.95****

$\$130.95 \times 20$ (the number of days worked) = \$2619.00.

In this case, your monthly income before taxes and deductions would be \$2619.00.

****Please remember you do not get expenses while working on the ground****

Option 2 > Average of last consecutive 12 months of insurable earnings > This does not include expenses. This option is advantageous if you have worked VE a lot in the past year

Your pay from the last 12 months is averaged out to a monthly salary, which is then divided by the number of days in the block month to arrive at a daily rate.

It is up to you to do the calculations and decide which option is more preferable for you. Once you have selected an option, it cannot be changed.

An employee working less than full time will be paid on a prorated basis (Collective Agreement 10.04.02.04.02).

Working assignments will be eight and one half hours per day which includes a half hour unpaid meal period and two 15 minute breaks (for a total of 42.5 hours/week if working 5 days).

If upon commencement of maternity alternate work you have days in your sick bank, these will be available to you during the term of your ground assignment.

Statutory Holidays which occur during your maternity alternate work a term will be removed from your vacation allotment. If however you work on the holiday, you may coordinate with your manager for a day off in lieu during the assignment period. See Article 8 of the Collective Agreement for a list of statutory holidays.

I'm pregnant and am medically unable to work

If your care provider (medical doctor) has diagnosed you with a medical complication related to pregnancy that prevents you from working (you cannot fly nor work on the ground) you will start the process by booking off. You will remain booked off for 14 days (your qualifying period) and on day 15 you must apply for the Wage Indemnity Program. The 14 days you are considered booked off will be company paid if you have enough sick days. If you do not have enough sick days it will be unpaid.

You can request the WIP forms from your local office or find them online at www.accomponent.ca. You must complete them with the physician's information (which must be done within the 14 day qualifying period). The form needs to be submitted within 30 days of your commencement of WIP otherwise you will not be covered. You can email the form to acclaims@manionwilkins.com or you can fax it in or mail it to the contacts listed on the form.

Benefits are calculated at a weekly rate of 60% of the last three months earnings available at the time off book off as provided by Air Canada.

For example –

Three months wages:

January 2017 - \$3500

February 2017 - \$3750

March 2017 - \$3200

Total A: \$10450

Total A is then divided by 13 weeks (average number of weeks in a three month period)

Total B: $\$10450/13 = \803.85

Total B is then multiplied by 60% in order to arrive at the weekly benefit rate:

$$\text{Total C: } \$803.85 \times 0.60 = \$482.31$$

Total C is then rounded up to the nearest dollar.

The weekly benefit rate for this claim is \$483.00.

See the WIP booklet available on the local and component website for full details of the program.

I'm pregnant and want to take an unpaid leave of absence

You must provide a note from a doctor or midwife confirming your pregnancy and your estimated due date. You can then inform your manager of the dates you desire to commence the leave of absence without pay, and request this through eLeaves. At this time, this type of LOA is considered a Personal Leave of Absence which means your service date will be affected, you will not be able to contribute to your pension plan and you will have to pre-pay your benefit coverage. Make arrangements for benefit coverage, including WIP prepayment (see further in document). Be aware that the extension of most benefits is for a period of twelve months only. The full personal leave of absence policy can be found on ACAeronet under HR Connex.

Applying for maternity and parental leave Employment Insurance

****CUPE representatives are not trained in Employment Insurance policies and procedures, nor do we officially receive updates from the Government on changes to this program, therefore any and all questions you have regarding this government benefit program should be directed to Service Canada representatives. The information in this section is only meant to provide estimates and guidance for members applying for EI.****

You may submit an application for maternity leave EI benefits through the Government of Canada in order to receive EI weekly payments. Submit an application online through www.canada.ca or your local Service Canada office.

Maternity EI benefits can be paid as early as the 12th week before delivery.

You are entitled to 17 weeks of Maternity Leave. For children born after March 17, 2019, the Standard Parental leave gives you to up to 40 weeks of EI benefits, but one parent cannot receive more than 35 weeks, the other 5 weeks must be taken by the other parent. Currently the standard EI option pays you 55% of your salary to a weekly maximum of \$562 per week in 2019.

With the extended parental leave option, you are entitled to up to 69 weeks of paid leave, but one parent cannot receive more than 61 weeks. The other 8 weeks must be taken by the other parent. If you choose the extended parental leave, you will receive a lower benefit rate of 33% to a weekly maximum of \$337.

These numbers are adjusted every year in January by Service Canada and are a taxable benefit

For Quebec residents, you must create a clicSÉQUR account and apply for your QPIP benefits. Go to <http://www.rqap.gouv.qc.ca> and follow the benefits application links through the online services section. Also note that there is additional income replacement of up to 70% and up to 5 weeks in benefits exclusively for the father effective the day the child is born.

Insurable hours for EI purposes:

Based on our particular pay system, it was agreed under LOU 41 of our Collective Agreement that to calculate our hours applied towards EI, the company would double our monthly flight time credits on our Record of Employment.

Special Assignment ground duties (other than Maternity/Alternate) will be credited at 5 hours per calendar day worked in the block month.

Maternity/Alternate assignments will be credited as per the actual hours worked.

You can see the number of hours Air Canada will credit you with on your pay statement under “Hours and Earnings” YTD (Year to Date) Hours. You should consult [Service Canada](#) for information on the required number of hours to qualify for EI, as this may change from time to time.

Record of Employment

In order to apply for EI benefits, you will need a record of employment, which details your earnings and hours of work for the past 52 weeks. Air Canada typically issues the ROE within 2 weeks of your last pay cheque. Air Canada issues the ROE directly to Service Canada electronically.

Working even one day into the next block month may result in a delay in Air Canada issuing your ROE.

For example : if you work until September 5, your last pay cheque will be October 17, which means Air Canada may not issue your ROE until up to two weeks later, as late as the beginning of November.

You will still receive EI benefits for every week following the one week waiting period after your last day of work, but you will probably not receive payment of the money in your account until the beginning of November.

But, if your last day of work is August 30, your last pay cheque will be September 17, which means AC will issue your ROE at the beginning of October, allowing you to apply for and receive payment in your account as early as the first week of October.

You should ensure that you choose your last day of work strategically to ensure you have sufficient income. This applies to paid vacation days as well.

Also, it is up to you to ensure that ROEs for any other employment you have outside of Air Canada are submitted to Service Canada.

Applying for maternity & parental leave at Air Canada

You must apply for your leaves through eLeaves. Log on to HR Connex> eKiosk > eLeaves. You will have to submit separate requests for each type of leave. Apply for Maternity leave by selecting “maternity leave”. Maternity leave is a maximum of 17 weeks. Select the date you wish to begin your leave and allow the program to calculate the latest end date.

You can begin your mat leave up to 12 weeks before giving birth but the latest date you can start your mat leave is the date you give birth. If you originally requested your maternity leave to begin August 1, but your baby comes early on July 20, you must return to the eLeaves program and modify your maternity leave start date to July 20.

Only the birth mother can take the first 17 weeks. These remaining weeks of parental leave may be used by either parent. To apply for parental leave, indicate the first day of leave as the next day following your maternity leave (if applicable). The program can calculate your latest end date, but you can modify this to end earlier if you like. If both parents are Air Canada employees, and both wish to take the leave, the parental leave may be shared. You can both take the same time off, but no more than the maximum number of parental leave weeks may be used.

Maternity top-up pay

Your Wage Indemnity Plan (WIP) includes a provision offering disability benefits for the health related portion of your Maternity Leave Of Absence (MATLOA). These benefits will supplement the Maternity Benefits you claim through Employment Insurance following the one (1) week waiting period, and will be calculated based on your earnings prior to your MATLOA.

The current 2019 maximum rate for EI weekly benefits is \$562.00 per week. For example, if 60% of your pre-disability earnings were \$662.00 per week, you would then be entitled to claim the difference of \$100.00 per week after a one (1) week waiting period. The benefit period is defined as follows:

- 6 weeks for a normal delivery (1 week waiting period - 5 week top-up)
- 8 weeks for a caesarean birth (1 week waiting period - 7 week top-up)

This is a non taxable benefit and there will be no deductions. The form for the WIP top up is on the local and Component website.

Quebec Parental Insurance Plan – QPIP

For Members in Quebec who apply for QPIP and receive benefits, it is doubtful that you will qualify for any top-up from your WIP Plan as QPIP payments are higher and based on 70-75% of your pre-disability earnings, while WIP is at 60%. However, your eligibility can be confirmed by contacting WIP once you receive notice of the QPIP applicable rate of pay.

The claim form(s) for this benefit can be found on the Air Canada Component of CUPE website, www.accomponent.ca, under WIP (MAT Adhoc Forms). Click on the following link for direct access to this form: <http://www.accomponent.ca/en/mat-adhoc-form>. It is the responsibility of each member to complete and return the form with the applicable EI stubs to confirm receipt of EI benefits to our Plan Administrator following the birth:

Manion Wilkins & Associates Ltd.
626 – 21 Four Seasons Place
Etobicoke, Ontario
M9B 0A5

Midwives and Medical Absence Following Childbirth

SSQ, the insurer has determined that from a claims practice perspective, they will accept documentation from an appropriately registered and certified midwife when approving the medical portion of the maternity leave. The medical portion is for the six (6) weeks after a vaginal delivery only. A Physician (MD) must be involved for a C-section. The rationale here is that the Insurer requires verification that the birth happened and midwives can provide that for vaginal delivery.

SSQ and the Administrator, Manion Wilkins will not accept medical from midwives for complicated pregnancies, or anything beyond a six week medical absence following childbirth. In accordance to the Policy Provisions, members claiming WIP “must see a physician (MD) within the 14 day qualifying period in order to qualify for benefits commencing on the 15th day of your disability”.

WIP prepayment

For continued coverage in the event you cannot return to work at the termination of ALL leaves of absences, prepayment of premiums is necessary within 45 days of the commencement of the Leave and can be done by contacting Manion Wilkins. You should consult your partner, insurance broker and financial advisor to determine whether or not it is advisable for you to continue to pay for WIP coverage while on leave. Prepayment of premiums is required for an absence from the payroll of sixteen (16) or more calendar days. You must prepay the required premium in full within forty-five (45) days from the

start of your leave in order to be eligible. The same rule applies for MATLOA Top-Up benefit consideration.

For example:

If you start your MATLOA sixteen (16) days prior to the delivery of your baby, you are required to pre-pay your premiums within the forty-five (45) days from the start of your leave as noted above to qualify for the MATLOA top-up benefit.

If you worked up to the birth of your child without absence from the payroll, as noted above, no prepayment is required.

If you were booked off and were on, and in receipt of WIP benefits until the delivery date, you are not required to prepay. The same would apply if you were on any other approved program such as WCB/WSIB.

If you booked off sick, and delivered within those fourteen (14) days, no prepayment is required.

Other Government Benefits

Once your child is born, in Ontario the easiest way to register a child's birth and fastest way to apply for their birth certificate, Canada child benefits, and Social Insurance Number is to use the online New Born Registration Service.

If you use this service you will also receive information on the government's Registered Education Savings Program, which provides extra financial incentives to start saving for your child's future.

The City of Toronto offers a subsidy for child care expenses, based on your income level. Visit <https://www.toronto.ca/community-people/employment-social-support/child-family-support/child-care-support/> for information. Other cities may also offer subsidies, you can contact your local City Council for information.

The Government of Ontario also run support centres for parents. EarlyON centres offer free, high-quality drop-in programs for families and children from birth to 6 years old. You can learn and play with your child, meet people and get advice from early childhood professionals. There are nearly 400 EarlyON Child and Family Centres, and an additional 700 locations operating out of libraries, schools, parks and community centres. <https://www.ontario.ca/page/find-earlyon-child-and-family-centre>.

Your local library, community centre and school board may also run programs for newborns and their parents.

Travel privileges while on maternity/parental/breastfeeding leaves

You should continue to consult HR Connex and the Employee Travel Website for updates to the travel policies, as Air Canada and other airlines reserve the right to reasonably revise policies and procedures from time to time.

When booking a flight while on leave you may encounter a pop up asking for a fitness for air travel form. At the bottom of the pop up there will be a check box that you can click to verify that you are not on any type of medical leave and are not required to provide this form.

Benefits while on maternity/parental/breastfeeding leaves

While on maternity leave and parental leave your basic group life insurance, supplementary health plan and dental plan benefits will continue uninterrupted without charge. You will be emailed on your Air Canada email account to verify that you wish to continue to receive benefits while on leave. The email will be titled "Benefit Status Advice". Follow the prompts and select that you wish to continue coverage during your leave. You will be given a monthly premium cost of \$0.

During breastfeeding leave you will be charged if you wish to continue to have health benefit coverage. The same email will be sent and you can follow the prompts to either continue coverage or decline it. It is your choice to pay for coverage or decline it. You should consult with your partner / financial advisor / insurance broker to determine what, if any, other additional coverage you require.

If you have any other type of insurance as a pay roll deduction (home, auto, supplementary life, etc) you must make alternate payment arrangements for the duration of your leave.

Include your child in the Air Canada Family

Please be sure to add your dependents for health and dental coverage, and review your benefits coverage. You can do this through HR Connex> Benefits .

You should also update your pension and insurance beneficiary information and add your child to your travel profile as well.

You may need a copy of the child's birth certificate for this.

Check out HR Connex for instructions and a checklist to guide you in adding your child to the Air Canada Family.

I want to return from maternity/parental leave early

To change your anticipated return to work date go on eLeaves and modify the dates. This must be done 4 weeks prior to the new return date. You should also keep in mind that you will want Crew Planning to be able to give you access to PBS so you can bid for your schedule upon return.

You may be asked to attend Occupational Health to be cleared to return to work. Blood tests should only be performed on women returning to work within 8 months after birth. (This was won by the Union in grievance "CHQ-06-36 Medical Clearance")

How many vacation days do I get?

While on maternity leave you continue to accrue vacation days as per your years of service with the company. As per article 9 of the Air Canada CUPE Collective Agreement, the current allotment is as follows :

Entitlement: The vacation period entitlement shall be applicable in accordance with completed years of continuous Company service prior to April 30th each year.

<i>Less than 1 complete year</i>	<i>1 day per full calendar month</i>
<i>1-4 years</i>	<i>14 calendar days</i>
<i>15-24 years</i>	<i>21 calendar days</i>
<i>25 or more years</i>	<i>35 calendar days</i>

You will, however, not accrue any statutory holidays unless you are back on the payroll for 15 days in the 30 days prior to the holiday. As per our Collective Agreement we get nine (9) stat days per year which are considered part of our vacation days. These stat days are:

<i>New Year's Day</i>	<i>Labour Day</i>
<i>Good Friday</i>	<i>Thanksgiving Day</i>
<i>Victoria Day</i>	<i>Remembrance Day</i>
<i>Canada Day</i>	<i>Christmas Day</i>
<i>Boxing Day</i>	

For vacation of the current year:

You will be allowed to bid vacation while you are on leave. If you do not, it will be assigned. If you wish to ensure that you have vacation immediately upon return from your leave, you need to bid it for a time period *during* your leave. For example, if your leave ends in July, you should bid your vacation for May. Since May will have passed upon your return, you will automatically be given vacation upon the termination of your leave in July. Conversely, if you do not bid at all, and are assigned vacation in November, you will be obliged to take it in November.

For Outstanding Previous Year Vacation:

You will have the choice of taking vacation immediately upon the termination of your leave or be paid out. You will not be allowed to postpone this further.

Contact Crew Planning for information on your individual vacation allotment.

I want to take a breastfeeding leave

You can apply for breastfeeding leave through eLeaves. Log on to HR Connex> EKiosk then search for the eLeaves application. Select “breastfeeding leave” and submit your application. You can request up to 180 days at a time, for a maximum of one year. You may be requested to submit a doctor’s note stating that your child is still breastfeeding. Breastfeeding leaves are different from maternity/parental leaves. Benefits, pensions, etc will be affected. Please read the appropriate sections of this document to help you decide if breastfeeding leave is right for you. Remember that this is not a paid leave and you must apply for it 4 weeks prior to the end of your maternity leave.

To be clear, you cannot return to work/ training or take vacation then apply for a breast feeding leave. It must be taken immediately after your maternity leave.

I want breastfeeding accommodation work

You have the right to continue to breastfeed your child after your maternity/parental leave is over. Due to our unconventional work environment you may request a breastfeeding leave (see above) or breastfeeding accommodation. Breastfeeding accommodation is much like maternity alternate ground work. It is subject to availability and all the rules mentioned in that section in terms of pay/hours/assignment. Be aware that there are limited spots available for breastfeeding accommodation.

Returning to work (flying)

You should start planning your return to work at least one month prior to the end of your leave.

You may need to obtain a new RAIC and parking pass. For your RAIC - if your clearance expired/is soon to be expired you will be required to complete the long form (Transport Canada's Application for Transportation Security Clearance) and the short form (specific to your base). If your clearance is still valid you will only need a short form requesting it back which is specific to your base. We do recommend you make an appointment well in advance of your return to work date. Contact your base manager for procedures specific to your base.

Along with your application for a new RAIC, you will need to complete the Canadian Airport Security Awareness Program courses (there are two – one national, one local). These courses can be done online from your base airport's website and require approximately 30-45 minutes to complete. You will need to bring in the completed certificates to be allowed to apply for a RAIC.

YUL	YYZ	YYC	YVR
BAP Office Tel : 514 633-3433 Email: bapyul@admtl.com Link: http://www.admtl.com/en/adm/safety/administration-and-permits-office	GTAA Pass/Permit Control Office Tel: 416-776-7277 Email: pass.permits@gtaa.com Link: www.gtaa.com (go to tab GTAA Corporate > Safety & Security > Pass/Permit Control Office)	YYC Pass Office Tel: 403-735-1320 Email: passoff@yyc.com Link: www.yyc.com (go to tab YYC > Business At YYC > Forms & Applications)	Vancouver Airport Authority Tel: 604-276-6177 Vancouver International Airport 3211 Grant McConachie Way, Richmond, BC

Your manager may request that Air Canada Occupational Health give you clearance to return to work. In that case, you must make an appointment with Air Canada Occupational Health Services

*Blood tests should only be performed on women returning to work within 8 months after birth. (This was won by the Union in grievance "CHQ-06-36 Medical Clearance")

Crew Planning: You must contact Crew Planning to inform them of the date you will be returning to work (regardless if you come back at the beginning, the middle or the end of the month). This is important to you for bidding purposes. Contact must be made prior to the end of the bidding period if you want to have access to bid for the next month otherwise you will be assigned a reserve block. (Doctor's note needs to be faxed to 514-422-7989)

Training: Training may be required for any crew member returning to work. In addition to ART, there may be additional Service Training or new aircraft type training. Contact Planning to see which training is necessary.

You are responsible for booking your training in order to be qualified to fly otherwise a date will be assigned to you. Please note that there are limited dates for Re-Entry and Special Initial programs. Contact Planning for specific information about training dates.

Based on the amount of time since your last training session (ART), you will be required to complete:

If **13 to 24 months** since last ART you will be required to attend a five day re-entry program (re-qualification: 2 days immediately followed by ART: 3 days)

If **24 to 36 months** since last ART and you have at least three continuous years of experience as a flight attendant with Air Canada you will be required to complete a six day re-entry program (re-qualification: 2 days immediately followed by ART: 3 days and then a line indoctrination flight). If you have less than three continuous years of flying experience with Air Canada you will be required to attend Special Initial Program (Initial training: 3 weeks, line indoctrination: varies)

If **more than 36 months** or more since last ART you will be required to attend Special Initial Program (Initial training: 3 weeks, line indoctrination: varies)

Generally speaking for YUL, YYZ and YVR home bases training is done at your base, but if YYC is your home base training will be done in YVR. Keep in mind that planning may elect to send you to a different base to complete your training due to operational requirements.

You are responsible to have up-to-date manuals for your training and any workbooks that need to be completed. You can find more information about transmittals in the Communication Center or on ePub. You can also get the Leading Edge workbook at the Communication Center. Remember, you also need to acknowledge the transmittals on ePub to be considered up-to-date.

It may be possible for you to request entirely new manuals. Inquire at the Communication Center or with your manager.

Whenever you are off the payroll for more than 6 months, HR deletes your payroll direct deposit information, therefore you need to contact HR Connex when you return to work to confirm your Direct Deposit information, otherwise you may not receive your pay.

Don't forget that you may need new uniform components, which can be ordered online through the UniSync website.

I want to buy back my pension

If you would like to buy back your pension after maternity/parental or breastfeeding leave, you must do so within 90 days of returning to active duty. Active duty includes vacation time, so please keep this in mind. If you buy back the period of leave it will be recognized in the Air Canada pension plan as qualifying and allowable service. You can estimate the cost of the buy back and the impact on your pension with the buy back calculator on the HR Connex Pension website.

If you decide not to buy back the period of leave within 90 days of your date of return to active duty it will not be recognized in the Air Canada pension plan as qualifying or allowable service and you will not be given another opportunity to buy back.

You must call HR Connex Pension to start the buy back procedure at 1-855-855-0785 option 2. You will be given the option of paying back the lump sum, transferring RRSPs or paying monthly. More information can be found on the Plan Information Booklet under the section “Types of service and periods on leave”.

You also have the option to buy back their pensionable service for the period you are on a breastfeeding leave, see Article 10.07.02. Please be aware that the cost of buying back pensionable service during a breastfeeding leave is more than buying it back from maternity/parental leave, as you will be required to pay both the employer and employee portions. You must completely pay for the maternity leave buy back prior to commencing the buy back of the breast feeding leave.

Differences for Rouge employees

For the most part, AC mainline and Rouge have the same protections when it comes to pregnancy/maternity leaves, etc. However, there are a few differences. Listed below are the differences between the two companies – if not specifically mentioned in this section you can assume the rest of the document applies to you as well.

Uniforms – Rouge does not have maternity uniforms. The company will accommodate you by supplying you with larger uniform pieces free of charge and paying for alterations to your pants to accommodate a maternity band. Please speak to your manager for more information.

Applying for Leave – Rouge does not use HR Connex, and therefore does not use eLeaves to apply for maternity or parental leaves. You will have to inform your supervisor of the date you would like to start your leaves, and if you have vacation to serve you can request to serve it immediately prior.

WIP – Please be aware that Rouge does not have WIP, this means that you are not eligible for maternity leave top-up pay during the first 6-8 weeks post partum, nor is there any need to pre-pay premiums.

If you are medically unable to work during pregnancy you will have to claim for disability, rather than WIP.

Returning to work – Upon returning to work you will be required to complete Special Initial training (3 weeks) regardless of how long your absence was since Rouge does not currently have a re-entry program.