

Policy

Air Canada Component of CUPE



Compassionate Transfers

July 2023

The Collective Agreement allows for **temporary** compassionate transfers, in **exceptional circumstances**, for **up to three months** (Article 19.12.01).

TEMPORARY AND UP TO THREE MONTHS

Members who receive a Compassionate Transfer must take action as necessary to enable them to return to their assigned base at the conclusion of the temporary transfer. If, after exhausting their temporary compassionate transfer, they remain unable to return to their assigned base, they can explore other *accommodation* options. Options could include use of vacation, leave of absence, ground duties, flight releases or employment insurance. Options may be discussed with Local Presidents and Air Canada management.

CRITERIA OF EXCEPTIONAL CIRCUMSTANCES

Compassionate Transfers are intended for members who are facing **exceptional circumstances** that are beyond their control such as:

1. Serious short-term illness/injury/disability, or flare-up of a diagnosed and ongoing illness/injury/disability, during which flying or ground duties are still advised
2. Death or significant illness of a close family member or friend
3. Unexpected caring responsibilities for a family member or dependant
4. Significant personal or family crises leading to acute stress
5. A crime which has had a substantial impact on the individual
6. Accommodation crisis such as eviction or the home becoming uninhabitable
7. An emergency situation that prevents the individual working from a particular base

The following do **not** constitute exceptional circumstances:

1. Circumstances that could have reasonably been foreseen or prevented
2. A minor illness or an ailment
3. Holiday or wedding arrangements
4. Financial issues
5. Not liking a city

PROCESS FOR APPLICATION FOR COMPASSIONATE TRANSFER

1. Completed application including reason for the request and relevant substantiating evidence
2. To be accepted, the form must be signed, as follows, by:
 - The Member making the request
 - The Local President of the assigned base of the member
 - The Local President of the base to where the Member wishes to transfer
 - The Component President, after approval by both Local Presidents
3. Once approved by the Union, the request must be approved by Management.

If a Member who has already been granted a compassionate transfer needs to apply for another, to address another exceptional circumstance within the same year, they can do so if there has been a return to their home base in between the two compassionate transfers.