



CANADA POST
2701 RIVERSIDE DRIVE SUITE N0070
OTTAWA ON K1A 0B1
CANADAPOST.CA

POSTES CANADA
2701 PROM RIVERSIDE BUREAU N0070
OTTAWA ON K1A 0B1
POSTESCANADA.CA

April 2015

Subject: Supplemental allowance for postmaster-provided premises

Dear colleague,

The current collective agreement for CPAA-represented employees states that Canada Post will provide a supplemental allowance to Postmasters for postmaster-provided premises.

To be eligible, you:

- operate a post office in a non-corporate owned or leased premise in a stand-alone building (not attached to another building) OR in a residential building;
- AND
- have provided commercial (or equivalent) insurance; or
 - were required to use a telephone line that was not provided by Canada Post, or for which you did not receive reimbursement from Canada Post.

Eligible employees may receive up to \$700 for 2014. Canada Post has committed an annual fund of \$420,000 for these reimbursements, and, in the event that the total eligible claims exceed that amount, employees will receive a pro-rated share of the fund.

Eligible employees must submit this form annually. To submit a claim for the 2014 calendar year, please complete the enclosed declaration form and return it to the address indicated on the form. All claims for 2014 must be received by June 30, 2015. Payments will be made by August 31, 2015.

If you have any questions, please contact your Local Area Manager.

Sincerely,

A handwritten signature in black ink, appearing to read "John Reis".

John Reis
General Manager, Retail

Encl.