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NB: Effective August 15, 2016, all masculine references have been changed to feminine references as per clause 2.03 however these changes are not marked by bolded text or asterisks.

ARTICLE 2
Definitions

2.01

- (d) "continuous employment" means uninterrupted employment with the Corporation and/or the Post Office Department during which there have been no breaks in employment which exceed **thirty (30) days**.
- (o) "on-duty status" means, in relation to an employee's authorized absence outside of her "headquarters area", she will be considered as on duty for her scheduled daily hours of work and subject to the **Corporate Travel Policy**;

2.03 **Feminine / Masculine Gender**

In the text of this Agreement, the **feminine** also denotes the **masculine**.

ARTICLE 3
Union Recognition and Check-off

3.07 **Remittance of Dues**

- (a) The amounts deducted in accordance with Clause 3.05, shall be remitted to the National **Office** of the Association within a thirty (30) day period after deductions are made for each two (2) pay periods for employees on the regular pay system and separately for employees on the part-time pay system, except for the two (2) supplementary pay periods in each year in which case separate **payments** will be remitted.

Should the Corporation propose changing the make-up of the pay systems, the Corporation will hold consultation with the Association prior to effecting such change.

- (b) Each **remittance** shall be accompanied by particulars identifying each employee, her place of work, her status, her allowance and the deductions made on her behalf. Errors, omissions or deficiencies in the content shall not be the subject of a grievance or arbitration.

ARTICLE 5
Discrimination

5.02 **No Harassment in the Workplace**

The Corporation and the Association are committed to build on the mutual goal of achieving a workplace free of harassment as defined in the Corporation's **No Discrimination/No Harassment Policy**, as amended from time to time.

ARTICLE 7
Grievance Procedure

7.22 **Arbitrators**

A list of agreed upon sole arbitrators for each geographical area to whom grievances may be referred is as follows.

Province

British Columbia	Tom Jolliffe Colin Taylor David McPhillips John Hall
Alberta	Tom Jolliffe David Jones
Saskatchewan	Ken Norman Bill Campbell Andy Simms
*Manitoba	Robert Hucal Ken Norman Michael Werier
*Ontario	Peter Barton Owen Shime David Kates Tom Jolliffe François Bastien
*Quebec	André Rousseau Jean M. Gagné Jean-Denis Gagnon Nathalie Faucher
Nova Scotia	J.A. MacLellan Susan Ashley
Newfoundland and Labrador	Wayne Thistle Jim Oakley
*P.E.I. and New Brunswick	George Fillitier Robert Breen Donald MacLean

ARTICLE 11
Staffing

11.05 **Transfer**

- (b) In order to be eligible to apply for transfer, an employee must have been appointed to her present classification level for a period of not less than **one (1) year**.

- (c) Once the staffing officer has received the request to staff, the appropriate transfer list shall be considered closed. The Corporation shall offer the position to the employees on the appropriate transfer list, starting with the one having the most years of continuous employment in the bargaining unit. If there is no such person, then the position shall be posted for transfer for two (2) weeks on the **Corporation's designated application tool**. Applications received more than one (1) week after the transfer closing date will not be considered.

- (d) An employee wishing to be on the transfer list must apply **electronically (written applications will be accepted when the employee works in a non-automated office)** to the **Corporation's designated transaction centre**, and indicate the location(s), day(s) and position level(s) in which she is interested. A separate application shall be made for each location, and position. The **Corporation's designated transaction centre** will, within thirty (30) days of receipt, acknowledge it and indicate to the employee whether her application is accepted for placement on the transfer list. Such application, if accepted, shall remain valid for a period of twelve (12) months from the date received by the **Corporation's designated transaction centre** or when the employee is accepted for transfer to another position, whichever comes first. **The Corporation will provide the applicable Branch President with a transfer report via electronic means.**

- (e) The Corporation shall maintain transfer lists of employees for each office as applicable, indicating date of receipt and classification level of the employee. Transfer applications shall be considered to have been received by the Corporation from the time they are received by the **Corporation's designated transaction centre**.

- (h) If there is still a vacancy at the Postmaster or Senior Assistant level after Clauses 11.05 (f) and (g) are applied, the Corporation shall then open the vacancy for transfer on the **Corporation's designated application tool**. The vacancy shall be advertised for transfer on the **Corporation's designated application tool** for a period of two (2) weeks. The Corporation shall advertise the opportunity for transfer and competition simultaneously, so long as the transfer list is followed prior to consideration of any application from the competition.

- (i) The position shall be offered to the applicant with the most years of continuous employment within the bargaining unit. Applications for transfer from the **Corporation's designated application tool** shall be considered in the following order:

11.06 Competition

(3rd paragraph)

In the case of supervisory positions, supervisory experience and/or training, wherever acquired, **including oversight of employees belonging to the RSMC bargaining unit**, will be deemed to be relevant experience for the purposes of competition.

- (a) Opportunities for promotion will be advertised to all employees on the **Corporation's designated application tool**, within an area of competition which shall not be less than the areas described in Clause 11.07. ...
- (b) Job opportunity listings shall be sent by the Corporation to the Branch President concerned on a weekly basis, if she so requests it. Competitions for positions shall be open on the **Corporation's designated application tool** for a period of two (2) weeks.
- (f) The results of the competition will be forwarded to the Branch President concerned in writing indicating the name **of the successful candidate**, including those who qualified and those who did not qualify, when they are issued.
- (g) The Corporation agrees that all reasonable efforts will be made to complete the competition process within twelve (12) weeks from the date it is first advertised on the **Corporation's designated application tool** as a competition.

11.07 Area of Competition:

3) Delete "(excluding Northwestern Ontario)"

4) Delete ", Northwestern Ontario"

11.08 Acting Assignment

- (b)
 - (iii) To a qualified **and readily available** employee within a fifty (50) km radius of the office who has notified the Corporation **in writing** of her interest. If there is more than one (1) qualified employee, the opportunity shall be offered to the employee with the longest continuous employment in the bargaining unit.

**ARTICLE 13
Job Security**

13.01 General

- (b)
 - (ii) **The Corporation undertakes that, as a result of positions being rendered surplus to requirements, the provisions of Clauses 13.02 to 13.08 inclusive of this Article will apply to employees hired on or after August 15, 2016 in Grade**

Offices and/or Group Postmasters in Corporate owned or leased premises who are regularly scheduled to work fifteen (15) or more hours per week and who have ten (10) years or more of continuous employment with the Corporation.

13.13 Delete "Accommodation" and replace by "Reassignment"

**ARTICLE 17
Safety and Working Conditions**

17.04 **Maximum Weight**

No individual employee will be required to lift by hand, items or bags of mail in excess of **twenty-two point seven (22.7) kilograms (50 lbs)**.

**ARTICLE 18
Medical Examination**

18.03 An employee will suffer no loss of regular pay to attend an examination, and the Corporation shall assume the cost of any travel expenses in accordance with **the Corporate Travel Policy**.

18.06 In the last sentence, delete word "existing" and replace with "**Corporate**".

**ARTICLE 21
Designated Holidays**

21.03 Delete the first 2 paragraphs.

21.06 Amend word "**Years**" by "**Year's**" in title and in text.

**ARTICLE 22
Vacation Entitlements**

GROUP POSTMASTERS AND FULL-TIME EMPLOYEES

22.01 **Vacation Leave for Group Postmasters**

(b) A group Postmaster hired on or after August 15, 2016 who is entitled to receive pay for at least ten (10) days in each calendar month of a vacation year, shall earn vacation leave at the following annual rate;

(i) if the employee has completed less than ten (10) years of continuous employment, three (3) times her regularly scheduled weekly hours;

- (ii) for the period commencing when the employee has completed ten (10) years of continuous employment, four (4) times her regularly scheduled weekly hours;
- (iii) for the period commencing when the employee has completed eighteen (18) years of continuous employment, five (5) times her regularly scheduled weekly hours;
- (iv) for the period commencing when the employee has completed twenty eight (28) years of continuous employment, six (6) times her regularly scheduled weekly hours;

22.03 Vacation Leave For Full-Time Employees

- (b) A full-time employee hired on or after August 15, 2016 who is entitled to receive pay for at least ten (10) days in each calendar month of a vacation year, shall earn vacation leave at the following annual rate:
 - (i) One and one-quarter (1¼) days per month if the employee has completed less than ten (10) years of continuous employment;
 - (ii) One and two-thirds (1 2/3) days per month from the completion of ten (10) years of continuous employment;
 - (iii) Two and one-twelfth (2 1/12) days per month on completion of eighteen (18) years of continuous employment.
 - (iv) Two and one-half (2½) days per month from the completion of twenty-eight (28) years of continuous employment;

FULL-TIME EMPLOYEES AND ELIGIBLE PART-TIME EMPLOYEES

22.14 Pre-Retirement Leave

- (f) Employees hired on or after August 15, 2016 shall not be entitled to pre-retirement leave.

ALL OTHER EMPLOYEES

22.15 Vacation Pay

- (b) An employee hired on or after August 15, 2016 shall be entitled to vacation pay as follows:
 - (i) If she has been continuously employed for less than ten (10) years, she shall be paid an amount equal to six percent (6%) of the total of the pay and compensation for overtime received by her during the previous vacation year.

- (ii) If she has been continuously employed for ten (10) years or more, she shall be paid an amount equal to eight percent (8%) of the total of pay and compensation for overtime received by her during the previous vacation year.
 - (iii) If she has been continuously employed for eighteen (18) years or more, she shall be paid an amount equal to ten percent (10%) of the total of the pay and compensation for overtime received by her during the previous vacation year.
 - (iv) If she has been continuously employed for twenty-eight (28) years or more, she shall be paid an amount equal to twelve percent (12%) of the total of the pay and compensation for overtime received by her during the previous vacation year.
- (c) (ii) The vacation pay entitlement of an employee under Clause 22.15(b) shall date from the tenth (10th), the eighteenth (18th), and the twenty-eighth (28th) anniversaries of her appointment as appropriate.

22.17 When an employee ceases to be employed for any reason or is appointed to a full-time position she or her estate shall be paid an amount calculated according to Clause 22.15 (a) or **Clause 22.15(b)**, and Clause 22.16 if applicable, for the period of the vacation year up to the date of her death, termination or appointment as the case may be.

22.19

- (a) An employee will be entitled to take vacation leave up to a maximum of: three (3) weeks per annum if entitled to vacation pay in accordance with Clause 22.15(a)(i) or **Clause 22.15(b)(i)** above; four (4) weeks if entitled to vacation pay in accordance with Clause 22.15(a)(ii) or **Clause 22.15(b)(ii)** above; five (5) weeks if entitled to vacation pay in accordance with Clause 22.15(a)(iii) or **Clause 22.15(b)(iii)** above; six (6) weeks if entitled to vacation pay in accordance with Clause 22.15(a)(iv) or **Clause 22.15(b)(iv)** above; or seven (7) weeks if entitled to vacation pay in accordance with Clause 22.15(a)(v) above.

ARTICLE 24
Parental Leave

24.05 **Rate of Allowance**

- (c) the weekly wage referred to in Clause 24.05 (a) and (b) above shall be the employee's rate of pay set out and calculated in accordance with Appendix "A" or **Appendix "AA"**;

24.10 **Rate of Allowance**

- (c) the weekly wage referred to in Clause 24.10 (a) and (b) above shall be the employee's rate of pay set out and calculated in accordance with Appendix "A" or Appendix "AA";

ARTICLE 25
Personal Days

"Personal Days year" means the annual period from July 1 of each year to June 30 of the following year.

For the period between August 15, 2016 and June 30, 2017, employees shall refer to the terms and conditions as set out in Appendix P.

25.01 Effective **July 1, 2017**, employees shall be allocated Personal Days, as follows:

- (a) Each full-time employee will be allocated seven (7) Personal Days on the first day of each **Personal Days** year.
- (b) Each Group Postmaster and part-time employee shall receive a pro-rated amount of Personal Days, to a maximum of seven (7), on the first day of each **Personal Days** year, based on the percentage of full time hours that the employee is regularly scheduled to work.
- (d) If any employee begins their employment with Canada Post part way through the **Personal Days** year, their Personal Days, to a maximum of seven (7), shall be pro-rated based on the number of days remaining in the **Personal Days** year.

25.02 Any unused Personal Days or portion thereof remaining at the end of the **Personal Days** year will be paid out to employees during the third (3rd) pay period **after July 1**. The amount of the payment will be based on the employee's last regular rate of pay of the **Personal Days** year.

Employees have the option, on written request prior to the end of the **Personal Days** year, instead of the pay out, to carry over any Personal Days (or portion thereof) remaining at the end of the **Personal Days** year, to a maximum of five-sevenths (5/7) of the employee's annual entitlement, for use in the following **Personal Days** year.

25.03 An employee who has carried over Personal Days (or portion thereof) from the previous **Personal Days** year may have those days paid out, if they remain unused at the end of the **Personal Days** year.

For greater certainty, an employee may not have more than twelve (12) Personal Days in any one **Personal Days** year.

- 25.04** Any request for the payout of unused Personal Days prior to the end of the **Personal Days** year is strictly prohibited.
- 25.05** For any employee who ends her employment with Canada Post during the **Personal Days** year, any unused Personal Days as of her last day of employment will be paid out on a pro-rated basis, based on the amount of days that the employee has been employed by Canada Post during the current **Personal Days** year.
- 25.08** If an employee, who is in a position which is not eligible for the Short Term Disability Program moves into the bargaining unit, their sick leave bank will be frozen as of the date the employee moves into the bargaining unit, and their allocation of Personal Days will be pro-rated based on the number of days remaining in the **Personal Days** year.

ARTICLE 26 Special Leave

26.02 Leave For Birth or Adoption of a Child

- (a) **Employees not in receipt of maternity leave shall be entitled to one (1) day's leave with pay for needs directly related to the birth of the child.**

26.05 Medical Boards

- (a)
(iv) called in by the **Veterans Review and Appeal Board** for pension purposes.

26.06 Bereavement Leave

- (b) An employee is entitled to special leave with pay up to a maximum of **four (4) days**, to attend the funeral of the grandparent of her spouse.

Renumbered subsequent paragraphs.

ARTICLE 31 Leave General

- 31.01** Where an employee has been granted leave with pay for any reason, such leave shall apply only to scheduled working days, and the employee shall be paid for only the number of hours she would normally have been scheduled to work in accordance with Clauses 35.08, 35.09 and/or Appendix "A" or **Appendix "AA"**.

- 31.02** The amount of **top-up credits** and, where applicable, the amount of vacation leave with pay, credited to an employee by the Corporation at the time when this Agreement is signed, or at the time when she becomes subject to this Agreement, shall be retained by the employee.

34.03 Dental Plan – Vision/Hearing Care Plans

- (e) The following Dental Fee guide shall apply:
- (i) effective thirty (30) days from the date of delivery of the notice of ratification of this Collective Agreement, the **2014** Dental Fee guide,
 - (ii) effective January 1, **2015**, the **2014** Dental Fee guide,
 - (iii) effective January 1, **2016**, the **2015** Dental Fee guide,
 - (iv) effective January 1, **2017**, the **2016** Dental Fee guide, and
 - (v) effective January 1, **2018**, the **2017** Dental Fee guide.

34.05 Post-Retirement Health Care Benefits

- (g)
- (ii) **For employees who retired on or after January 1, 2007 and before December 1, 2016** the Corporation’s contribution to the “Medical” portion of EHCP (this excludes the Optional Expenses Benefit) shall be seventy-five percent (75%) and the contribution of the retiree shall be twenty-five percent (25%).
 - (iii) **Effective December 1, 2016, the Corporation’s contribution to the “Medical portion of EHCP (this excludes the Optional Expenses Benefit) shall be fifty percent (50%) and the contribution of the retiree shall be fifty percent (50%).**

**ARTICLE 35
Application Of Rates Of Pay**

35.02 Applicable Rates

An employee shall be paid in accordance with Appendix “A”. **An employee hired on or after August 15, 2016 shall be paid in accordance with Appendix “AA”.**

35.07 Cost of Living Allowance (C.O.L.A.)

- (a) Effective January 1, **2015**, the cost-of-living allowance based on the Consumer Price Index, Canada, all items (1992=100) shall be paid once in every period as defined below to all other employees in accordance with the following:

- (i) The periods referred to in Clause 35.07(a) are as follows:

January 1, 2015	to	March 31, 2015
April 1, 2015	to	June 30, 2015
July 1, 2015	to	September 30, 2015
October 1, 2015	to	December 31, 2015
January 1, 2016	to	March 31, 2016

April 1, 2016	to	June 30, 2016
July 1, 2016	to	September 30, 2016
October 1, 2016	to	December 31, 2016
January 1, 2017	to	March 31, 2017
April 1, 2017	to	June 30, 2017
July 1, 2017	to	September 30, 2017
October 1, 2017	to	December 31, 2017
January 1, 2018	to	March 31, 2018
April 1, 2018	to	June 30, 2018
July 1, 2018	to	September 30, 2018
October 1, 2018	to	December 31, 2018

- (iii) The allowance will be evaluated on a yearly basis. The first payment for the period January 1, 2015 to December 31, 2015 shall become effective when the C.P.I. reaches that index number which is the index published for December 2014 increased by the adjustment factor of six percent (6%). For the first payment the index published at the end of a quarter shall be compared with the adjusted index (that is the December 2014 Index increased by an adjustment factor of six percent (6%)) and the payment will be effective from the first of the month for which the published index exceeds the adjusted Index and paid in accordance with (ii) above.

The first payment for the period January 1, 2016 to December 31, 2016 shall become effective when the C.P.I. reaches that index number which is the index published for December 2015 increased by the adjustment factor of six percent (6%). For the first payment the index published at the end of a quarter shall be compared with the adjusted index (that is the December 2015 index increased by an adjustment factor of six percent (6%)) and the payment will be effective from the first of the month for which the published index exceeds the adjusted Index and paid in accordance with (ii) above.

The first payment for the period January 1, 2017 to December 31, 2017 shall become effective when the C.P.I. reaches that index number which is the index published for December 2016 increased by the adjustment factor of six percent (6%). For the first payment the index published at the end of a quarter shall be compared with the adjusted index (that is the December 2016 index increased by an adjustment factor of six percent (6%)) and the payment will be effective from the first of the month for which the published index exceeds the adjusted Index and paid in accordance with (ii) above.

The first payment for the period January 1, 2018 to December 31, 2018 shall become effective when the C.P.I. reaches that index number which is the index published for December 2017 increased by the adjustment factor of six percent (6%). For the first payment the index published at the end of a quarter shall be compared with the adjusted index (that is the December 2017 index increased

by an adjustment factor of six percent (6%)) and the payment will be effective from the first of the month for which the published index exceeds the adjusted Index and paid in accordance with (ii) above.

- (iv) For the remaining payments, the Index published at the end of a period will be compared with the Index published at the end of the previous period and paid in accordance with (ii) above. The final payment will be made for the period up to and including December 31, 2018.

35.08 Pay Formula (Survey/Available Hours)

- (c) "Hourly Rate" means the rate as specified in Appendix "A" or Appendix "AA".

**ARTICLE 38
Call Back Pay**

38.01 This Article does not apply to Postmasters in a group office in non Corporation owned/leased premises where the office is housed in an employee's **residence** or on the same property as the employee's **residence**.

**ARTICLE 42
Annual Senior Assistant Allowance**

Delete current 42.01 and replace with:

42.01 Previously 42.02

- (a)
 - (i) January 1 to December 31, 2015 - **\$380.00**
 - (ii) January 1 to December 31, 2016 - **\$388.00**
 - (iii) January 1 to December 31, 2017 - **\$397.00**
 - (iv) January 1 to December 31, 2018 - **\$405.00**

- (b) The allowance referred to in Clause 42.02(a)(i) shall take effect on January 1, 2015, and shall be paid on or before May 1, 2016. The annual allowances set out in 42.01(a)(ii), (iii), **and** (iv) shall be paid on or before May of the year following the allowance period.

**ARTICLE 45
Field Support Duties**

45.04 **Effective August 15, 2016**, the field support duties allowance will be of one dollar and **sixty-four (\$1.64)** per hour, up to a daily maximum of **eleven dollars (\$11.00)**.

ARTICLE 46
Pay For Locking Lobby Doors

46.01 Except where a Post Office is housed in an employee's **residence** or on the same property as the employee's **residence**, an employee who is required by the Corporation to return to the Post Office for the purpose of locking and making secure the lock-box lobby, shall receive one (1) hour's pay at her straight-time hourly rate of pay for each occasion.

ARTICLE 50
Term Employees

50.04 **With Continuous Employment**

Insert after Appendix "A";

Appendix "AA" - Rates of Pay for Employees Hired on or after August 15, 2016

ARTICLE 53
Uniforms and Protective Clothing

53.01

(b) Group 1 and 2 Postmasters shall receive the entitlements outlined in clause 53.02(c) of the collective agreement. Group 3, 4, 5 and 6 Postmasters shall receive uniform entitlements, as per clause 53.02(b) of the collective agreement.

(c) Group Postmasters entitled to uniforms shall be expected to wear the uniforms, in accordance with the Corporation's Dress Code for Uniformed Employees.

53.02

(b) & (c) Delete columns "New Employee" and "Regular Cycle"

ARTICLE 59
Job Evaluation Plan

59.03 **Re-evaluation of positions**

(a) Add "**or Appendix "AA"** at the end of paragraph.

ARTICLE 60
Renewal And Duration

60.01 Unless otherwise expressly stipulated, this collective agreement shall become effective at the date of signing and shall remain in effect until December 31, **2018**.

APPENDIX "A"
RATES OF PAY

A: Rates of Pay Effective January 1, 2015

B: Rates of Pay Effective January 1, 2016

C: Rates of Pay Effective January 1, 2017

D: Rates of Pay Effective January 1, 2018

<u>CPAA</u> <u>CLASSIFIC</u> <u>ATION</u>		<u>Increment</u> <u>1</u>	<u>Increment</u> <u>2</u>	<u>Increment</u> <u>3</u>	<u>Increment</u> <u>4</u>	<u>Increment</u> <u>5</u>	<u>Increment</u> <u>6</u>
Level 1 (Up to 360 Points)	A:	\$ 19.03	\$ 19.49	\$ 20.01	\$ 20.95	\$ 21.93	\$ 23.03
	B:	\$ 19.03	\$ 19.49	\$ 20.01	\$ 20.95	\$ 21.93	\$ 23.03
	C:	\$ 19.32	\$ 19.78	\$ 20.31	\$ 21.26	\$ 22.26	\$ 23.38
	D:	\$ 19.66	\$ 20.13	\$ 20.67	\$ 21.63	\$ 22.65	\$ 23.79
Level 2 (361 to 480 Points)	A:	\$ 20.48	\$ 20.95	\$ 21.46	\$ 22.39	\$ 23.41	\$ 24.50
	B:	\$ 20.48	\$ 20.95	\$ 21.46	\$ 22.39	\$ 23.41	\$ 24.50
	C:	\$ 20.79	\$ 21.26	\$ 21.78	\$ 22.73	\$ 23.76	\$ 24.87
	D:	\$ 21.15	\$ 21.63	\$ 22.16	\$ 23.13	\$ 24.18	\$ 25.31
Level 3 (481 to 600) Points)	A:	\$ 21.41	\$ 21.87	\$ 22.37	\$ 23.32	\$ 24.33	\$ 25.46
	B:	\$ 21.41	\$ 21.87	\$ 22.37	\$ 23.32	\$ 24.33	\$ 25.46
	C:	\$ 21.73	\$ 22.20	\$ 22.71	\$ 23.67	\$ 24.69	\$ 25.84
	D:	\$ 22.11	\$ 22.59	\$ 23.11	\$ 24.08	\$ 25.12	\$ 26.29
Level 4 (601 to 720 Points)	A:	\$ 22.33	\$ 23.13	\$ 23.93	\$ 24.73	\$ 25.53	\$ 26.33
	B:	\$ 22.33	\$ 23.13	\$ 23.93	\$ 24.73	\$ 25.53	\$ 26.33
	C:	\$ 22.66	\$ 23.48	\$ 24.29	\$ 25.10	\$ 25.91	\$ 26.72
	D:	\$ 23.06	\$ 23.89	\$ 24.72	\$ 25.54	\$ 26.36	\$ 27.19
Level 5 (721 to 840 Points)	A:	\$ 23.21	\$ 24.01	\$ 24.81	\$ 25.61	\$ 26.56	\$ 27.21
	B:	\$ 23.21	\$ 24.01	\$ 24.81	\$ 25.61	\$ 26.56	\$ 27.21
	C:	\$ 23.56	\$ 24.37	\$ 25.18	\$ 25.99	\$ 26.96	\$ 27.62
	D:	\$ 23.97	\$ 24.80	\$ 25.62	\$ 26.44	\$ 27.43	\$ 28.10
Level 6B (841 to 960 Points)	A:	\$ 24.47	\$ 25.27	\$ 26.06	\$ 26.85	\$ 27.50	\$ 28.46
	B:	\$ 24.47	\$ 25.27	\$ 26.06	\$ 26.85	\$ 27.50	\$ 28.46
	C:	\$ 24.84	\$ 25.65	\$ 26.45	\$ 27.25	\$ 27.91	\$ 28.89
	D:	\$ 25.27	\$ 26.10	\$ 26.91	\$ 27.73	\$ 28.40	\$ 29.40
Level 6A (961 to 1080 Points)	A:	\$ 25.32	\$ 26.16	\$ 26.97	\$ 27.81	\$ 28.49	\$ 29.47
	B:	\$ 25.32	\$ 26.16	\$ 26.97	\$ 27.81	\$ 28.49	\$ 29.47
	C:	\$ 25.70	\$ 26.55	\$ 27.37	\$ 28.23	\$ 28.92	\$ 29.91
	D:	\$ 26.15	\$ 27.01	\$ 27.85	\$ 28.72	\$ 29.43	\$ 30.43

New

APPENDIX "AA"
RATES OF PAY FOR EMPLOYEES HIRED AFTER AUGUST 15, 2016

A: Rates of Pay Effective January 1, 2015

B: Rates of Pay Effective January 1, 2016

C: Rates of Pay Effective January 1, 2017

D: Rates of Pay Effective January 1, 2018

<u>CPAA</u> <u>CLASSIFIC</u> <u>ATION</u>		<u>Increment</u> <u>1</u>	<u>Increment</u> <u>2</u>	<u>Increment</u> <u>3</u>	<u>Increment</u> <u>4</u>	<u>Increment</u> <u>5</u>	<u>Increment</u> <u>6</u>
Level 1 (Up to 360 Points)	A:	\$ 16.18	\$ 17.15	\$ 18.21	\$ 19.69	\$ 21.27	\$ 23.03
	B:	\$ 16.18	\$ 17.15	\$ 18.21	\$ 19.69	\$ 21.27	\$ 23.03
	C:	\$ 16.42	\$ 17.41	\$ 18.48	\$ 19.99	\$ 21.59	\$ 23.38
	D:	\$ 16.71	\$ 17.71	\$ 18.80	\$ 20.34	\$ 21.97	\$ 23.79
Level 2 (361 to 480 Points)	A:	\$ 17.41	\$ 18.44	\$ 19.53	\$ 21.05	\$ 22.71	\$ 24.50
	B:	\$ 17.41	\$ 18.44	\$ 19.53	\$ 21.05	\$ 22.71	\$ 24.50
	C:	\$ 17.67	\$ 18.72	\$ 19.82	\$ 21.37	\$ 23.05	\$ 24.87
	D:	\$ 17.98	\$ 19.05	\$ 20.17	\$ 21.74	\$ 23.45	\$ 25.31
Level 3 (481 to 600) Points)	A:	\$ 18.20	\$ 19.25	\$ 20.36	\$ 21.92	\$ 23.60	\$ 25.46
	B:	\$ 18.20	\$ 19.25	\$ 20.36	\$ 21.92	\$ 23.60	\$ 25.46
	C:	\$ 18.47	\$ 19.54	\$ 20.67	\$ 22.25	\$ 23.95	\$ 25.84
	D:	\$ 18.79	\$ 19.88	\$ 21.03	\$ 22.64	\$ 24.37	\$ 26.29
Level 4 (601 to 720 Points)	A:	\$ 18.98	\$ 20.35	\$ 21.78	\$ 23.25	\$ 24.76	\$ 26.33
	B:	\$ 18.98	\$ 20.35	\$ 21.78	\$ 23.25	\$ 24.76	\$ 26.33
	C:	\$ 19.26	\$ 20.66	\$ 22.11	\$ 23.60	\$ 25.13	\$ 26.72
	D:	\$ 19.60	\$ 21.02	\$ 22.50	\$ 24.01	\$ 25.57	\$ 27.19
Level 5 (721 to 840 Points)	A:	\$ 19.73	\$ 21.13	\$ 22.58	\$ 24.07	\$ 25.76	\$ 27.21
	B:	\$ 19.73	\$ 21.13	\$ 22.58	\$ 24.07	\$ 25.76	\$ 27.21
	C:	\$ 20.03	\$ 21.45	\$ 22.92	\$ 24.43	\$ 26.15	\$ 27.62
	D:	\$ 20.38	\$ 21.83	\$ 23.32	\$ 24.86	\$ 26.61	\$ 28.10
Level 6B (841 to 960 Points)	A:	\$ 20.80	\$ 22.24	\$ 23.71	\$ 25.24	\$ 26.68	\$ 28.46
	B:	\$ 20.80	\$ 22.24	\$ 23.71	\$ 25.24	\$ 26.68	\$ 28.46
	C:	\$ 21.11	\$ 22.57	\$ 24.07	\$ 25.62	\$ 27.08	\$ 28.89
	D:	\$ 21.48	\$ 22.96	\$ 24.49	\$ 26.07	\$ 27.55	\$ 29.40
Level 6A (961 to 1080 Points)	A:	\$ 21.52	\$ 23.02	\$ 24.54	\$ 26.14	\$ 27.64	\$ 29.47
	B:	\$ 21.52	\$ 23.02	\$ 24.54	\$ 26.14	\$ 27.64	\$ 29.47
	C:	\$ 21.84	\$ 23.37	\$ 24.91	\$ 26.53	\$ 28.05	\$ 29.91
	D:	\$ 22.22	\$ 23.78	\$ 25.35	\$ 26.99	\$ 28.54	\$ 30.43

APPENDIX B

Liaison Fund

1. Of previous collective agreement becomes 1. (a)

Add (b) The Corporation shall not be required to pay any amount into the Fund until such time that the Association advises that the balance in the Fund is less than fifty thousand dollars (\$50,000). At that time, the Corporation shall make a payment in accordance with this Appendix.

2. The money will be paid on a **yearly** basis into a trust fund established and administered by the Association for the sole purpose of funding the activities referred to in paragraph 1(a) above. **If required**, payment shall be made sixty (60) days after the completion of **the Fund accounting year**. Each payment will cover the **year** immediately prior to the payment.

3. Any residual amounts in the fund established under the collective agreement expiring on December 31, 2014, will be transferred into the new fund established herein.

Delete #4 and renumbered subsequent paragraphs.

APPENDIX "H"

Letters of Understanding between Canada Post Corporation and the Canadian Postmasters and Assistants Association

In accordance with Article 56, the following letters are agreed upon and are hereby renewed.

1)	Article 3 & 9	Letter dated October 3, 2006	Zdansky to Fagan	Change of Status
2)	General	Letter dated August 15, 2016	Thomas to Maheux	Municipal amalgamations
3)	General	Letter dated March 6, 2003	Goodfellow to Fagan	Stamp shops
4)	Article 11	Memorandum of Agreement date January 17, 1997	Kuan to Goodfellow	Filling positions vacant form more than 6 months
5)	Article 12	Letter dated October 3, 2006	Zdansky to Fagan	Allocation of Hours
6)	Clauses 20.05 and 20.09	Letter dated January 8, 2003	Goodfellow to Fagan	Rest Periods
7)		Letter dated October 3, 2006	Zdansky to Fagan	Saturday hours of service
8)	Article 40	Letter of Understanding	Goodfellow to Fagan	Acting Pay
9)	Article 40	Letter dated June 4, 2010	Zdansky to Fagan	Life Insurance and disability benefits
10)	Paragraph 43.01(b)	Letter dated October 3, 2006	Zdansky to Fagan	Rural routes and leasing allowance
11)		Letter dated August 15, 2016	Thomas to Maheux	Equality in Employment and No Discrimination/ No harassment
**12)	Article 11.12	Letter dated June 4, 2010	Zdansky to Schous	Clause 11.12 – Senior Assistant positions
**13)		Letter dated August 15, 2016	Thomas to Maheux	Supplemental Allowance for Postmaster-Provided Premises

LABOUR RELATIONS
CANADA POST CORPORATION
2701 RIVERSIDE DR SUITE N0060
OTTAWA ON K1A 0B1

August 15, 2016

Mr. **Daniel Maheux**
Chief Negotiator
Canadian Postmasters and Assistants Association
281 Queen Mary
Ottawa ON K1K 1X1

RE: Equality in Employment and **No Discrimination/No Harassment**

Dear Mr. **Maheux**,

This letter is to confirm the Corporation's commitment to work with the Association to build on the achievement of a workplace free of conflict and to the strengthening of human rights.

In undertaking this commitment, the Corporation confirms its current policies on *Equality in Employment* and **No Discrimination/No Harassment**.

Because the Corporation and the Association have both expressed an interest in strengthening our mutual concerns in the area, the Corporation believes this can be achieved in part through the provision of training of all new indeterminate employees.

Accordingly, the Corporation wishes to confirm that the issues of human rights and conflict management will form a component of the Retail Post Office Fundamentals training program for all new employees who are bargaining unit members of the Association.

At the same time, the mutual collaboration of the parties in this area will serve to assist them in identifying situations where targeted training may also be required to address human rights and conflict in specific situations.

Prior to the delivery of this component of the training program, the Corporation agrees to consult with the Association.

Sincerely,

John Thomas
Chief Negotiator
Canada Post Corporation

Mr. Daniel Maheux
Chief Negotiator
Canadian Postmasters and Assistants Association
281 Queen Mary Street
OTTAWA ON K1K 1X1

August 15, 2016

RE: Supplemental Allowance for Postmaster-Provided Premises

Dear **Mr. Maheux**,

This will confirm the parties' agreement during collective bargaining regarding the provision of an allowance to supplement the leasing allowance currently paid to eligible Postmasters.

In response to the Association's demands that the Corporation provide financial assistance to offset the costs of operating Postmaster-provided post offices (e.g. telephones and insurance), the Corporation agrees as follows:

1. **Effective August 15, 2016**, the Corporation shall establish a fund of **\$450,000** annually to compensate employees for certain insurance and telephone expenses as follows.
2. Postmasters in non-Corporate owned and non-Corporate leased premises **who do not operate another business or engage in other employment on the same premises as the post office** or in residential premises and who have provided commercial (or equivalent) insurance may submit a claim for reimbursement. That claim may be made by filing a written declaration stating that they have needed to provide such commercial insurance during the previous year. The claim must be received by June 30 of each year for the previous year.
3. Postmasters in all non-corporate owned and non-Corporate leased premises who are required to use a telephone line that is not provided by Canada Post, or for which the Postmaster does not receive reimbursement from Canada Post, may request a reimbursement payment for the expense of using another telephone for Canada Post business. That claim may be made by filing a written declaration that they have needed to do so during the previous year. The claim must be received by June 30 of each year for the previous year.
4. The Corporation shall pay each person who has made a claim the sum of \$700 by August 31, of the same year. In the event that there are insufficient funds for the claims received, each person who has properly submitted a claim shall receive a prorated share of the fund.

5. In addition to the entitlement set out above, the Corporation shall continue its current practice of providing a reimbursement to employees who are required to provide a line for the Corporation's RPS (or similar) terminals.

Sincerely,

John Thomas
Chief Negotiator
Canada Post Corporation

APPENDIX "I"
LEASING ALLOWANCE

The Corporation shall pay the following leasing allowance rates.

Rates will be paid retroactively to April 1, 2015 provided the leaseholder was an employee on August 15, 2016.

<u>Classification</u>	<u>Rate as at April 1, 2015</u>	<u>Rate as at April 1, 2016</u>	<u>Rate as at April 1, 2017</u>	<u>Rate as at April 1, 2018</u>
Group 1	\$ 1,129.00	\$ 1,152.00	\$ 1,175.00	\$ 1,199.00
Group 2	\$ 1,421.00	\$ 1,449.00	\$ 1,478.00	\$ 1,508.00
Group 3	\$ 1,682.00	\$ 1,716.00	\$ 1,750.00	\$ 1,785.00
Group 4	\$ 2,147.00	\$ 2,190.00	\$ 2,234.00	\$ 2,279.00
Group 5	\$ 2,525.00	\$ 2,576.00	\$ 2,628.00	\$ 2,681.00
Group 6	\$ 3,087.00	\$ 3,149.00	\$ 3,212.00	\$ 3,276.00
Grade 1	\$ 3,441.00	\$ 3,510.00	\$ 3,580.00	\$ 3,652.00
Grade 2	\$ 3,813.00	\$ 3,889.00	\$ 3,967.00	\$ 4,046.00
Grade 3	\$ 4,207.00	\$ 4,291.00	\$ 4,377.00	\$ 4,465.00
Grade 4	\$ 4,569.00	\$ 4,660.00	\$ 4,753.00	\$ 4,848.00
Grade 5	\$ 4,958.00	\$ 5,057.00	\$ 5,158.00	\$ 5,261.00
Grade 6	\$ 5,356.00	\$ 5,463.00	\$ 5,572.00	\$ 5,683.00

New

**APPENDIX P
Transition Period of Personal Days**

1. The following terms shall apply until December 31, 2016:

Employees shall be allocated Personal Days, as follows:

- a) Each full-time employee will be allocated seven (7) Personal Days on the first day of each fiscal year.**
- b) Each Group Postmaster and part-time employee shall receive a pro-rated amount of Personal Days, to a maximum of seven (7), on the first day of each fiscal year, based on the percentage of full time hours that the employee is regularly scheduled to work.**
- c) Each Term employee with continuous employment and at least forty (40) scheduled hours of work per month shall receive a pro-rated amount of Personal Days, to a maximum of seven (7), based on the length of their term of employment, and the percentage of full time hours that the employee is regularly scheduled to work.**
- d) If any employee begins their employment with Canada Post part way through the fiscal year, their Personal Days, to a maximum of seven (7), shall be pro-rated based on the number of days remaining in the fiscal year.**

2. Any unused Personal Days or portion thereof remaining at the end of the fiscal year to a maximum of five-sevenths (5/7) of the employee's annual entitlement will be paid out to employees during the third (3rd) pay period of the following fiscal year. The amount of the payment will be based on the employee's last regular rate of pay of the fiscal year.

Employees have the option, on written request prior to the end of the fiscal year, instead of the pay out, to carry over any Personal Days (or portion thereof) remaining at the end of the fiscal year, to a maximum of five-sevenths (5/7) of the employee's annual entitlement, for use in the following fiscal year.

3. An employee who has carried over Personal Days (or portion thereof) from the previous fiscal year may have those days paid out, if they remain unused at the end of the year, in addition to the maximum pay out of five-sevenths (5/7) of the employee's annual entitlement as per the above paragraph.

For greater certainty, an employee may not have more than twelve (12) Personal Days in any one fiscal year.

4. Any request for the payout of unused Personal Days prior to the end of the fiscal year is strictly prohibited.
5. For any employee who ends her employment with Canada Post during the fiscal year, any unused Personal Days as of her last day of employment will be paid out on a pro-rated basis, based on the amount of days that the employee has been employed by Canada Post during the current fiscal year.
6. All Personal Days will be credited and paid out in hours.
7. Any pay out for unused Personal Days will not be pensionable.
8. If an employee, who is in a position which is not eligible for the Short Term Disability Program moves into the bargaining unit, their sick leave bank will be frozen as of the date the employee moves into the bargaining unit, and their allocation of Personal Days will be pro-rated based on the number of days remaining in the fiscal year.
9. When an employee moves in and out of the bargaining unit (including for reasons of termination of employment), her used and remaining Personal Days will be reconciled so that the employee does not have access to more Personal Days than to which they would otherwise be entitled.
10. Personal Days can be used for leave with pay in the case of illness, medical appointments, urgent situations (e.g. accidents, circumstances not directly attributable to the employee including illness in the immediate family), for other such personal needs and during the qualifying period under the Short Term Disability Program set out in Appendix "O".
11. Other than in urgent situations, an employee wishing to use a Personal Day shall notify her team leader at least three (3) days in advance.
12. Requests for non-urgent Personal Days shall be approved subject to operational requirements.
13. The following terms shall apply for the period between January 1, 2017 and June 30, 2017:

Employees shall be allocated Personal Days, as follows:

- a) Each full-time employee will be allocated three point five (3.5) Personal Days on January 1, 2017.
- b) Each Group Postmaster and part-time employee shall receive a pro-rated amount of Personal Days, to a maximum of three point five (3.5), on January 1, 2017, based on the percentage of full time hours that the employee is regularly scheduled to work.

- c) Each Term employee with continuous employment and at least forty (40) scheduled hours of work per month shall receive a pro-rated amount of Personal Days, to a maximum of three point five (3.5), based on the length of their term of employment, and the percentage of full time hours that the employee is regularly scheduled to work.
 - d) If any employee begins their employment with Canada Post part way through the period between January 1 and June 30, 2017, their Personal Days, to a maximum of three point five (3.5), shall be pro-rated based on the number of days remaining in that period.
14. Any unused Personal Days or portion thereof remaining on June 30, 2017 will be paid out to employees during the third (3rd) pay period following July 1, 2017. The amount of the payment will be based on the employee's last regular rate of pay as of June 30, 2017.
- Employees have the option, on written request prior to June 30, 2017, instead of the pay out, to carry over any Personal Days (or portion thereof) remaining as of June 30, 2017, to a maximum of five (5) for use in the following Personal Days year.
15. An employee who has carried over Personal Days (or portion thereof) from the period January 1 to June 30, 2017 may have those days paid out, if they remain unused as of June 30, 2017.
- For greater certainty, an employee may not have more than twelve (12) Personal Days in any one fiscal year.
16. Any request for the payout of unused Personal Days prior to the end of June 30, 2017 is strictly prohibited.
17. For any employee who ends her employment with Canada Post between January 1 and June 30, 2017, any unused Personal Days as of her last day of employment will be paid out on a pro-rated basis, based on the amount of days that the employee has been employed by Canada Post during this time.
18. All Personal Days will be credited and paid out in hours.
19. Any pay out for unused Personal Days will not be pensionable.
20. If an employee, who is in a position which is not eligible for the Short Term Disability Program moves into the bargaining unit, their sick leave bank will be frozen as of the date the employee moves into the bargaining unit, and their allocation of Personal Days will be pro-rated based on the number of days remaining in the period from January 1 to June 30, 2017.

- 21. When an employee moves in and out of the bargaining unit (including for reasons of termination of employment), her used and remaining Personal Days will be reconciled so that the employee does not have access to more Personal Days than to which they would otherwise be entitled.**
- 22. Personal Days can be used for leave with pay in the case of illness, medical appointments, urgent situations (e.g. accidents, circumstances not directly attributable to the employee including illness in the immediate family), for other such personal needs and during the qualifying period under the Short Term Disability Program set out in Appendix "O".**
- 23. Other than in urgent situations, an employee wishing to use a Personal Day shall notify her team leader at least three (3) days in advance.**
- 24. Requests for non-urgent Personal Days shall be approved subject to operational requirements.**