



From Here to Maternity



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

Updated September 2019 by Component Women's Committee

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 (womens@acomponent.ca) and we will gladly update this document.

From Here to Maternity

Zika virus affected areas	1
Cosmic Radiation (PC Aire)	1
I think I'm pregnant	1
Maternity Uniform	2
I'm pregnant and I want to keep flying	2
I'm pregnant and want alternate work	3
I'm pregnant and am medically unable to work	4
I'm pregnant and want to take an unpaid leave of absence	5
When you stop working.....	5
Applying for maternity leave, parental leave and EI	5
How much will I receive on EI?	7
Additional EI for Hospitalized Child(ren)	8
Maternity top-up pay	8
WIP prepayment	8
Travel privileges while on maternity/parental/breastfeeding leaves	9
Benefits while on maternity/parental/breastfeeding leaves.....	10
Include your child in the Air Canada Family.....	10
I want to return from maternity/parental leave early	10
How many vacation days do I get?.....	11
I want to take a breastfeeding leave	11
I want breastfeeding accommodation work.....	12
Returning to work (flying).....	12
I want to buy back my pension	14
Special Circumstances	14
Differences for Rouge employees	15

Zika virus affected areas

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.

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.

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, for your well being and that of the baby 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 be pay protected 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 feel too sick to work: book off due to illness, do not advise crew scheduling that you think you are pregnant. If it is confirmed 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.

Cabin crew may elect to continue working while pregnant but Air Canada Occupational Health Services warns that they regard this as unwise and advise against it.

If a pregnant cabin crew 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. (Publication 356, 2.5.1.6 Pregnancy)

Maternity Uniform

Contact your manager to request authorization to access the maternity uniform ordering section of Unisync's website. There are two options for maternity wear. A dress or a tunic and pants combination, and you are entitled to have both. Currently, the only "free" piece of the maternity uniform is the tunic. The maternity top is considered a shirt and part of your free allotment for the year. If you have already exceeded this maximum the maternity top will be full price. The maternity pants and dress are also full price. You will continue to be required to wear a jacket as per epub standards (in the airport, for boarding, taxi, takeoff/landing and fire fighting) if you continue to fly.

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).

I'm pregnant and I want to keep flying

You may elect to continue working while pregnant but Air Canada Occupational Health Services warns that they regard this as unwise and advise against it.

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 (publication 356, 2.5.1.6).

If you decide to keep flying you are under no obligation to inform the company of your pregnancy unless you require any accommodation (avoiding Zika virus areas, maternity uniform, etc.) until you are ready to request your maternity leave. You must, however, be grounded at 36 weeks gestation.

When you decide to inform the company that you are pregnant, you will be requested to provide a note from a doctor or midwife confirming your pregnancy and your 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.

Please be aware that if you continue to fly while pregnant, once you reach 32 weeks of pregnancy Claim Secure will not cover any medical costs if you are out of country and run in to issues. This is common practice with insurance companies, so even if you have personal insurance please call to confirm your coverage.

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 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 choose, 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).

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.

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 > does not include expenses. This option is advantageous if you have worked VE a lot in the past year or if you normally hold reserve blocks.

The same calculation as above applies, but instead the monthly credits are the average of your last 12 months worked.

It is up to you to do the calculations and decide which option is more preferable for you.

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 paid 15 minute breaks (for a total of 42.5 hours/week if working 5 days).

If upon commencement of maternity alternate work you have remaining 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.

I'm pregnant and am medically unable to work

If your care provider (medical doctor) has decided that you cannot work (this means that 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 will be put on WIP. 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 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:
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.

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.

When you stop working

Whenever you decide to stop working, it is important to remember that you will be required to return your RAIC, your airport parking pass and your iPad (service director) to the company for the duration of your leave. This is applicable to all leaves greater than 30 days. Make arrangements with your manager as each base will have a different procedure for this return. You will be required to reactivate your RAIC, parking pass and get a new iPad (service director) prior to your return. Check the appropriate section later in this document for more information.

Applying for maternity leave, parental leave and EI

Note: 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.

For all employees except Québec residents:

You are entitled to 17 weeks of Maternity Leave and up 63 weeks of Parental Leave but note that federal regulations only allow for a maximum duration of 78 weeks.

Maternity leave is only applicable to employees who gave birth and cannot be shared between parents. The person who gave birth may also be entitled to parental leave. In the case of a termination of pregnancy, the person would only be entitled to maternity leave.

Parental leave is applicable to natural or adoptive parents. Both parents are entitled to combined parental leave of up to 63 weeks. Parents have the option of taking their parental leave at the same time, or one after the other, as long as the total combined parental leave does not exceed 63 weeks. Remember that the 78 week combined maternity and parental leave limitation applies.

Employment insurance benefits have a waiting period of one week prior to receiving payments. For example, if you claim a total of 52 weeks of combined benefits, you will only receive 51 weeks of payment.

You must apply for your leaves through eLeaves. Log on to HR Connex, then search for the eLeaves application. You will have to submit separate LOA 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. Keep in mind you can only begin maternity leave a maximum of 13 weeks prior to your due date, but it must also begin at the latest on the day you deliver. For example, if you originally request 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 dates.

Next, apply for parental leave. Parental leave is the remaining 63 weeks allotted by the government. Parental leave can be taken at any time during the 78 week period immediately after the birth of the child or the date the child comes in to your care. 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 63 week parental leave must be shared. This means that yes, you can both take the same time off, but no more than 63 weeks will be approved between the two parents per birth/adoption.

You must also submit an application for maternity leave EI through the Government of Canada in order to be paid. Submit an application online through www.canada.ca > home > benefits > employment insurance benefits > ei maternity and parental benefits – overview. Please be aware that your application with Service Canada **must** be made within four weeks of your leave commencing, or you may no longer be eligible to receive benefits.

For Québec residents:

The process of applying for your maternity, paternity and parental leaves with Air Canada remains the same, however you are not entitled to the 78 weeks of pay. When you apply for benefits under the Québec Parental Insurance Plan, you must choose between two options, the basic plan or the special plan. This choice will determine the length of leave and the percentage replacement of your income.

It is possible to receive lower benefits for a longer period (basic plan) or higher benefits for a shorter period (special plan).

The choice of plan is determined by the first of the two parents to receive benefits, which binds the other parent, even in cases of shared custody. Once you have begun receiving your benefits, you can no

longer change plans. The choice of plan is irrevocable and applies for the entire duration of the benefit period.

Find out more information by clicking here:

http://www.rqap.gouv.qc.ca/travailleur_salarie/choix_en.asp

You must create a clicSÉCUR 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 (or non birthing parent) effective the day the child is born.

Insurable hours for EI purposes:

Based on our particular pay system, it was agreed (LOU 41) that to calculate our hours applied towards EI, the company would report cabin personnel monthly flying credits multiplied by 2. For example, if you fly 80 hours in a month, Air Canada would report your insurable hours as 160 for that month.

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 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

Air Canada is responsible for submitting your record of employment (ROE) to Service Canada, in order for your EI benefits to be calculated. Due to the nature of our pay cycle, this may take some time. Your ROE will only be processed once your final paycheque from Air Canada has been processed as well, so depending on when your leave commences, this may take up to six weeks. **DO NOT WAIT FOR THE ROE BEFORE APPLYING FOR EI BENEFITS.**

How much will I receive on EI?

Employment insurance benefits are calculated based on the best 23 weeks of income in the 26 weeks immediately preceding your claim. Maternity benefits will be paid at 55% of your average weekly income, and parental benefits will be paid at either 55% (if you are taking 52 weeks or less total leave) or 33% (if you are taking more than one year total maternity/parental leave).

Please keep in mind that there is a maximum qualifying income of \$53100 as of January 1 2019. This means that the maximum weekly earnings (55%) while on EI will be \$562. So even if you earned \$150000 in the last year, you will only be paid based on the maximum of \$53100.

If your family income does not exceed \$25921, you will be eligible for income support, where your EI benefits can be paid at up to 80%. Please contact Service Canada for more information.

Additional EI for Hospitalized Child(ren)

If your child is hospitalized (for example: NICU stay), your eligibility period for maternity or parental benefits could be extended. You may be eligible for other benefits. This could include caregiving benefits if your child becomes critically ill or injured. You must meet the conditions for each benefit. This additional time is anywhere between 26 – 35 weeks, depending on what kind of care your child needs. Please visit the Service Canada website, and look for “Caregiving Benefits” for more information.

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 2018 maximum rate for EI weekly benefits is \$547.00 per week. For example, if 60% of your pre-disability earnings were \$647.00 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)

Québec Parental Insurance Plan – QPIP

For Members in Québec 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 the Plan Administrator or the undersigned once you receive notice of the QPIP applicable rate of pay.

WIP prepayment

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.

PLEASE NOTE: 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.

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 the six (6) week 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”.

Travel privileges while on maternity/parental/breastfeeding leaves

As long as you have six months continuous service prior to your leave, you and your eligible family member(s) are eligible to receive regular travel privileges for the duration of you leave. Keep in mind you will only have access to OAL (zed fares) during maternity/parental leave, not during breastfeeding leave or any personal leaves including the unpaid pregnancy leave of absence.

Once you return to active status from a Company-approved leave full travel privileges (such as OAL and special passes) are reinstated without a waiting period. This includes vacation days prior to doing training.

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 ClaimSecure basic group life insurance, supplementary health plan and dental plan benefits should continue 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 or any personal leave you will be charged if you wish to continue to have coverage. The same email will be sent and you can follow the prompts to either continue coverage or decline it. Keep in mind that you will have no coverage from ClaimSecure if you decline this. It is your choice to pay for coverage or decline it.

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 ClaimSecure. ClaimSecure policy is that you must add your child to your benefits within 30 days of birth in order to be eligible to receive reimbursements for any claims made from day one of life. If you wait longer to add your child to your benefits, you will only be reimbursed for any claims made after the child has been added (there will be no back pay).

Update your Pension Beneficiary information through HR Connex Pension.

Add your child to your travel profile by filling out Form - Employee Profile and Travel Form - ACF85B. You will need a copy of the child's birth certificate for this.

I want to return from maternity/parental leave early

To change your anticipated return to work date go on eLeaves and modify the dates. Please be aware that there may be training issues associated with an earlier return to work 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.

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") and you should not be asked to present yourself for a blood test otherwise.

How many vacation days do I get?

While on maternity leave you continue to incur vacation dates as per your years of service with the company. You will, however, lose any statutory holidays which you are not an active employee for. 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:

- New Year's Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

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 to see which scenario will apply to your unique situation as this is dependent on many factors.

I want to take a breastfeeding leave

Breastfeeding leave as we know it is given to us by Air Canada, not any government body, for a maximum of one year. As per our collective agreement, we are entitled to six (6) months of "breastfeeding" leave and an additional six (6) months which will be coded as a personal leave.

You can apply for your leave through eLeaves. Log on to HR Connex, then search for the eLeaves application. Select "breastfeeding leave" and submit your application. You can request up to 180 days at a time. Following this leave you may request an additional six (6) months of personal leave, up until the child's second birthday. When you submit this leave, write in the notes section that this is a continuation of your breastfeeding leave. 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.

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 will 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) which is processed by RCMP 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.

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. If you are requested to see Occupational Health, contact your manager for more information regarding this process.

*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 at 514-422-7989)

Training: Training is required for any crew member returning to work.

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.

For any absence over six months, Air Canada requires that you attend "Reboarding" training in addition to any other training applicable to your situation.

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 six day re-entry program (re-qualification: 3 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 seven day re-entry program (re-qualification: 3 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, where as YYC home base your 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.

Remember to order new uniform pieces through Unisync if needed.

I want to buy back my pension

If you would like to buy back your pension after maternity/parental 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 pensionable service for the period they are on a breastfeeding leave, see Article 10.07.02. You must inform Air Canada of your intention to do so within 60 days of your return to active employment. 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.

Special Circumstances

Fertility treatments: The Canadian Human Rights Commissions requires that Air Canada offer you accommodations while undergoing fertility treatments. This is done in a few different ways, for example giving you alternate work (ground work) or by giving you individual unpaid leave of absences for specific pairings. You must contact your manager in order to arrange your accommodations specific to your individual needs.

Surrogate mothers: Surrogate mothers are entitled to all pregnancy and maternity related benefits and leaves. Surrogates will not be eligible for parental leaves or breastfeeding accommodations/leaves. Remember that if you return to flying within eight months of birth, you will be required to be medically cleared first, including having bloodwork done.

Miscarriage, termination or stillbirth: if you are reading this following a loss, please accept our sincerest condolences. Please know that you can reach out to us (womens@accomponent.ca) or EAP (1-800-663-1142) at any time. If your pregnancy ends before 20 weeks, you are eligible for sickness EI benefits. If your pregnancy ends after 20 weeks, you are entitled to maternity EI benefits.

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.

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

You can also ignore the WIP pre-payment section of this document.