

AIR CANADA / AIRPORTS

VOLUNTARY LEAVE OF ABSENCE PROGRAM

(January 2021)

I - ELIGIBILITY

Customer Sales and Service Agents holding a permanent active position within Airports covered by the Air Canada/Unifor Collective Agreements.

II - THE PROGRAM

A. **Duration**

Shall be for a period of 30, 60, 90, 120, 150 or 180 days.

B. **Availability**

The number of leave of absence without pay shall be determined by the Company.

C. **Terms and Conditions**

Leaves of absence once approved are not rescindable by the employee except by agreement of the Company following the written request of the employee(s) involved. The Company shall advise the Union of such requests. Such leaves may be extended upon request of the employee subject to the agreement of the Company and the Union. Leaves may be terminated, by the Company, in accordance with justified operational requirements. Such termination requires 14 days' notice.

The online application form must be submitted by an employee requesting a leave and is available on the ACAeronet portal.

Seniority:

Employees will continue to accrue seniority under the provisions of the collective agreement.

Company Service:

Employees will continue to accrue Company service, but no allowable service (see Pension Plan), during the leave of absence.

Vacation:

Accrued vacation/GH will be held until your return to work. If vacation was scheduled during the leave, the vacation will be reassigned or actioned through the vacation wait list process based on operational requirements upon your return.

There will be no accrual of vacation or statutory holiday credits during the term of this leave of absence.

Rates of Pay:

Scheduled advancement in pay within the salary scales shall be interrupted by the duration of the leave of absence.

Sick Leave/GDIP:

Sick Leave or GDIP benefits are not available during the leave of absence. In order to protect their Group Disability coverage, employees must contact Canadian Benefits, Plan Administrator at 1-800-268-0285, to make arrangements to pay their disability premiums.

Employee Travel:

If you are granted a "voluntary leave of absence" you are eligible: For AC personal travel privileges (this includes your spouse, dependent children, parents and partners). Travel is permitted for the duration of the leave although we remind employees that travel could be difficult due to our reduced schedule as well as evolving travel restrictions established by Canadian or other governmental authorities. Please refer to the Employee Travel Site (ETS) for any travel restrictions during this period.

You will continue to access the Employee Travel Site (ETS) through the Employee Travel rectangle on the portal (<http://acaeronet.aircanada.ca>) while on a leave of absence. Listing via the Call Centre or with an airport agent is not permitted.

Payment must be made by credit card. You must maintain a valid credit card on your profile.

- **Employee Travel Profile:** You can view your profile on the Employee Travel Site (ETS). Travel is permitted on Air Canada, AC Rouge and AC Express
- **Validity:** Travel is valid for the duration of the leave.
- **Service Charges:** Travel service charges apply and may vary
- **Business Travel:** Not applicable
- **Bereavement Travel:** Not applicable
- **Cargo Discounts:** Remain available

- **Travel on Other Airlines:** Travel on OAL is permitted at this time It is the employee's responsibility to keep up to date on all border closings and gov't restrictions
- **GO AC and GO AC Family Discounts:** Remain available
- **Other travel related Information :** Changes to the employee's travel profile (e.g. Birth of a child) must be directed to the Employee Care Team at people.employees@aircanada.ca. For any general travel or billing inquiries, please contact the Travel Care Team: 8am - 7pm ET, Mon - Fri (Closed Sat-Sun, public holidays)
 - actravel.voyageac@aircanada.ca
 - 1-833-847-EMPL(3675) - Anywhere in North America
 - 1-514-369-4096 - All other locations

Note: Travel privileges are subject to change without notice.

Shine Points:

Employees on leave of absence will still have access to their Shine Points balance and will be able to redeem them for any/all goods available in the catalogue; this can be accessed through the ACAeronet Shine tab, as usual.

Employees will not be able to recognize colleagues or receive any new recognition while on leave of absence status.

Benefits:

GIDP – refer to section disability above

Group Benefits

Employees will be given the opportunity to maintain the following plans provided they pre-pay 100% of the cost (both employer and employee premiums):

- Medical
- Dental
- Basic Group Life
- *Supplementary Life Insurance
- *Dependent Life Insurance
- *Voluntary Accident Death and Dismemberment and Loss of Use (AD&D)

Employees that do not pre-pay for this coverage should be made aware that their coverage will be suspended, and they will have to re-apply if they wish to re-acquire upon their return to work. For Supplementary Life/Dependent Life this means completing evidence of insurability and approval by insurance company prior to reinstatement

Participation in another employer's benefits program must be coordinated with Air Canada's benefit provisions, with the new employer's benefit provisions taking precedence. This coordination avoids the possibility of duplicate payments. Notify benefits.avantages@aircanada.ca if you have another employer's benefits.

Prepayment instructions

Employees will be sent a notification to their Air Canada e-mail address advising that an electronic Benefit Status Advice (BSA) has been prepared; the BSA outlines the monthly contributions each employee must pre-pay in relation to benefit coverage while on leave. Employees must identify which plans they wish to maintain, and pre-payment must be in the form of post-dated cheques.

In order for benefits to be maintained, employees must advise of their intention to continue benefits within 30 days of commencement of leave by completing and returning the Benefit Status Advice along with post-dated cheques to Air Canada Group Benefits.

NOTE: Employees must pre-pay benefits on a continuous basis for the entire period of inactive status; they cannot opt to pre-pay benefits for a portion of the inactive status period. The benefit option(s) you elect for pre-payment on your Benefit Status Advice (BSA) cannot be changed or modified in the future and will remain in effect until your return to work.

Pension Plan:

If you are covered by the Unifor – Local 2002 Agreement hired before June 27, 2011, you participate in the Defined Benefit Component of the *Air Canada Pension Plan – Crew Schedulers and CSS Agents* (the Defined Benefit (DB) pension plan). You do not contribute to the pension plan during periods while you are on the special leave of absence and do not accumulate allowable or qualifying service in the pension plan. However, subject to income tax limitations, you will have the opportunity to buy back that period to have it recognized as allowable and qualifying service in the pension plan. Should you decide to do so, you will have to pay the full cost to the pension plan (employee contributions and employer cost) for that period. To apply for the buyback, you will have to contact HR Connex Pension at 1-833-847-3675 **within 90 days after returning to work**. You will be provided at that time with the cost and necessary documents to buy back the period.

If you were hired on or after June 27, 2011, you participate in the Hybrid Component of the *Air Canada Pension Plan – Crew Schedulers and CSS Agents* (the Hybrid pension plan), which consists of a Defined Benefit (DB) Component and a Defined Contribution (DC) Component:

Under the DB Component, you do not contribute to the pension plan during periods while you are on a special leave of absence and do not accumulate allowable or qualifying service in the pension plan. However, subject to income tax limitations, you will have the opportunity to buy back that period to have it recognized as allowable and qualifying service in the pension plan. Should you decide to do so, you will have to pay the full cost to the pension plan (employee contributions and employer cost) for that period. To apply for the buyback, you will have to contact

HR Connex Pension at 1-833-847-3675 **within 90 days after returning to work.** You will be provided at that time with the cost and necessary documents to buy back the period.

Under the DC Component, you and Air Canada also stop contributing to the pension plan during periods while you are laid off. You are not permitted to pay back your contributions in the DC component of the plan.

Income Tax Limitations: Your eligibility to buy back that period will be subject to any limitations under the Income Tax Act and regulations and may be subject to the approval of the Canada Revenue Agency and other government pension authorities. Generally, the period that you can buy back is limited to years (5) years including periods that you bought back for any other type of leaves in the past. It could go up to eight (8) years if you have maternity/parental leaves. Your eligibility to buy back this period on special leave of absence will be determined at the time you apply for the buyback upon your return to work.

III - APPLICATION PROCEDURE AND CLOSING DATE

Employees interested in the program are to complete their application online no later than Wednesday January 20, 2021 at 18:00 EDT TIME.