

Request for a Disability or Grounded Retirement Form

For employees based in Canada who are members of a Defined Benefit Pension Plan

Date: _____	Employee Number: _____
Name: (Please print) _____	
Location of Employment: _____	
I hereby apply for ___ a Disability Retirement or ___ Grounded Retirement.	
_____ Employee's signature	_____ Date
By signing this form you are indicating your final decision to elect a Disability or Grounded Retirement. Please note that this decision is irrevocable on or after the effective date of retirement regardless if the circumstances leading to your election of either a disability or grounded retirement are changed.	
If you do not wish your name to appear in the Retirement list of Air Canada employee publications (e.g. <i>Horizons</i> , etc), please check here _____.	
To be eligible for a Disability Retirement , you must: <ul style="list-style-type: none"> ▪ have completed at least 15 years of Qualifying service (10 years for employees with former Canadian Airlines service, if the sum of your age and Qualifying service equals 55 or more); ▪ be permanently disabled, whether physically or mentally; ▪ be certified by the Company's Chief medical officer as unfit to follow your usual or other suitable employment; and ▪ not be in receipt of benefits from any disability insurance plan. 	
To be eligible for a Grounded Retirement , you must: <ul style="list-style-type: none"> ▪ have completed at least 15 years of Qualifying service as a pilot or flight attendant; ▪ have been grounded by the Company through no fault of your own; ▪ be unfit for other available employment within the Company, as determined by the Company; and ▪ be approved for retirement by the Pension Committee. 	
Send this form duly completed to: <div style="display: inline-block; vertical-align: top; margin-left: 20px;"> <p>Employee Services P.O Box 7650, Station B Toronto ON M2K 3B5</p> <p>Fax: 1-866-207-8636</p> <p>E-mail: eservices@aircanada.ca</p> <p>Co-Mail: Employee Services – Canada Air Canada Centre YUL 1400</p> </div>	
See Page 2 for Instructions	



Submit relevant medical evidence:

Please arrange for the submission of relevant medical reports, detailing your impairment and disability from any suitable employment, to the Regional Occupational Health Office (OHS) in your area (please see below for mailing addresses). If necessary, OHS will request additional information, and/or an office assessment. **For your information, OHS does not have access to medical information that may previously have been provided by you to Workers Compensation, Great-West Life or another insurance provider.**

The Chief Medical Officer will determine your eligibility based on the relevant medical information you have provided. Barring unusual circumstances this decision will be rendered within three weeks of receiving the information.

If you are eligible for disability retirement you will be contacted by Employee Services, who will advise you of your next steps. Your Disability or Grounded Retirement will automatically become effective on the first day of the month following the date the decision is made.

If you are not eligible, you will receive a letter from The Chief Medical Officer outlining the basis for the decision. If you are not approved for a Disability or Grounded Retirement but still wish to retire, you will have to complete the Retirement Request form (ACF86) and send it to Employee Services.

AIR CANADA OCCUPATIONAL HEALTH SERVICES - Clinic addresses

Occupational Health Clinic
Air Canada Center - Zip 1239
P.O. Box 14,000
Building 2 – 7373 Cote Vertu West
Dorval, Quebec H4Y 1H4
Tel.: (514) 422-7974
Fax: (514) 422-7995

Occupational Health Clinic
Vista Cargo Building - Zip 2230
P.O. Box 6002
6500 Silver Dart Drive - Section F
3rd Floor
Lester B. Pearson Int. Airport
Toronto AMF, Ontario L5P 1B4
Tel: (905) 676-2400
Fax: (905) 676-2402

Occupational Health Clinic
Cargo Building - Zip 3853
209 - 2020 Sargent Avenue
Winnipeg, Manitoba R3H 0C9
Tel: (204) 788-7849
Fax: (204) 788-7847

Occupational Health Clinic
Administration Building - Zip 3820
P.O. Box 23830
5530 Miller Road
Airport Postal Outlet
Richmond, B.C. V7B 1X9
Tel: (604) 231-6951
Fax: (604) 231-6958