

DATE

NAME

ADDRESS

**Re: Wage Indemnity Plan - CUPE**

Dear NAME,

We have received notification of your absence from work due illness.

For the first fourteen (14) calendar days, you are eligible to receive benefits in accordance with the Company Sick Leave Policy. Beginning on the fifteenth calendar day, LTD DATE, you may be eligible for income protection under the C.U.P.E. Wage Indemnity Plan until such time as you return to work.

Enclosed are WIP Claims Statements. The Employer portion has already been completed by an Air Canada Disability Management representative and sent directly to Manion, Wilkins and Associates Ltd.. Please complete your portion and forward the completed form to:

Manion, Wilkins and Associates Ltd.  
626 - 21 Four Seasons Place  
Etobicoke, Ontario M9B 0A6

The telephone number is 416-234-5044, toll-free 1-800-663-7849. If you have already received these forms, please disregard the above.

Please be reminded that you must file your application for CUPE Wage Indemnity benefits **within 45 days from the date of your first missed flight**. If your claim is submitted later than 45 days from your first missed flight, a written explanation will be required as to why the claim is late. Please take a look at the enclosed document "How to Claim from the Wage Indemnity Plan".

In addition, attached is an outline of the conditions and benefits that apply during your absence. In the event you have coverage under either the Supplementary Life or the Voluntary Accidental Death & Dismemberment Plans, you must return the enclosed Benefit Status Advice form along with your pre-payment, as soon as possible to the address indicated on the form to ensure your insurance coverage is maintained.

You must also immediately contact Crew Planning and Air Canada Disability Management if your benefits from Wage Indemnity are discontinued or not accepted, as the status of your leave will be changed. You would then be required to apply for a leave of absence due to Inability to Meet Medical Standards (IMMS) should you be declared unfit to return to active duty. Failure to do so could result in your termination of employment. This change will affect insurances and benefits.

If your absence has exceeded (14) calendar days by the time you return to work, your fitness to return to duty needs to be assessed. Therefore, once you are cleared by your treating physician to return to work, please contact the appropriate Occupational Health Clinic. The Occupational Health Manager will review available medical documentation that

*If you need additional information, please contact the HR Connex Centre toll-free at 1-855-855-0785, Monday to Friday, from 8 a.m. to 6 p.m. (ET).*

## TRAVEL PRIVILEGES

### Travel Privileges while on GDIP

You and your eligible family members retain travel privileges for the first 365 days of your leave. However, for your safety and that of other passengers, you must provide evidence that your medical condition does not interfere with your ability to travel. To do so, remember to complete the following procedure before booking any travel:

- Print the *Fitness for Air Travel Form* (ACF5002) from the HR Connex site (type the form name in the search box to locate it).
- Provide the form to your treating physician for completion
- Send the completed form to Occupational Health Services (OHS) at least three business days before you travel (address is on form)
- OHS will review the form and contact you to confirm whether you may travel
- If permission is granted, login to the Employee Travel Site to book your travel and tick the box that confirms your completion of this process. Compliance audits will be conducted regularly.

Your eligible family members are not required to complete this procedure and may book their travel as usual.

For more information, please go to the HR Connex site and type "Employee on Company-Approved Leave of Absence."

Benefits are subject to the following limitations specifically to Travel while on the Wage Indemnity Program -

### Out of Canada

Benefits will be suspended during any period that you are out of Canada unless:

- (a) prior to departure, you requested an exception that was approved in writing by the MANION; and
- (b) you are receiving regular and continuous treatment from a physician; and evidence satisfactory to MANION of such regular and continuous treatment is given to MANION within 30 days of your departure and thereafter as often as the Insurer reasonably requires; and
- (d) you are available to submit to a medical examination by a physician provided and paid for by MANION if so required by MANION; and
- (e) you submit a physician's note approving travel as well as the dates of departure which must be approved by MANION

*If you need additional information, please contact the HR Connex Centre toll-free at 1-855-855-0785, Monday to Friday, 9 a.m. to 6 p.m. (ET).*

## GENERAL INFORMATION

### **RETURN TO DUTY**

Once you have obtained medical clearance and are fit to return to duty, you must contact Crew Scheduling to book on. You remain on booked off status until you personally contact Crew Scheduling and advise them to book you on.

### **BIDDING RIGHTS**

If you are returning to duty from injury, an official medical certificate must be faxed to Crew Planning (514-422-7989). The medical certificate must indicate the exact date of return. If a medical certificate is not provided or does not contain the correct information, your bid will be denied.

### **PAY ADVANCE**

Due to your being removed from the payroll, your advance may or may not be issued. This will depend on the date you are no longer on the payroll, and the date the advances are processed.

### **TRANSPORT CANADA QUALIFICATIONS**

If you do not qualify within twelve months of your last recurrent training, it will be necessary to requalify by attending a two to five day re-entry program.

If you do not qualify within thirty-six months of your last recurrent training, it will be necessary to requalify by attending a ten to fourteen day special program.

The above training sessions are usually conducted during the first part of the month. Please contact Crew Planning as early as possible to finalize arrangements.

**IMPORTANT:** Cabin personnel who are unqualified remain off the payroll until requalification is completed.

Vacation cannot be taken if you are off the payroll.

Scheduled salary increases deferred for the period of absence.

### **PERSONAL AUTOMOBILE, HOMEOWNER'S/TENANT'S INSURANCE PROGRAM**

Coverage may be continued for the duration of your absence by contacting the Accounting Department at MASS Insurance Brokers Ltd. at toll free 1-800-363-0960 or for employees in Montreal (514) 925-3270.

### **123-356/378 MANUALS**

Both manuals must be kept up to date and must be presented at the annual recurrent or re-entry training. Revision services will continue being offered in your mail folder.

### **AIRPORT AUTHORITY PARKING PERMIT**

If your absence exceeds thirty days, your parking privileges will be discontinued for the duration of your absence, therefore, you **must** return your parking permit to your Manager.

## **Benefit Status Advice – Instructions**

Please read this page carefully before completing and signing the attached Benefit Status Advice Form; if you have any questions related to the pre-payment of benefits while you are on a leave of absence, please contact the HR Connex Centre.

1. You must advise of your intention to continue benefits within 30 days of commencement of Leave in order for benefits to be maintained.

If you do not return your completed and signed Benefit Status Advice Form (BSA), along with cheques for pre-payment of your premiums within 30 days, this will result in termination of benefit coverage for the duration of your leave

Please note that if you are enrolled in Supplementary Life, Dependent Life and Voluntary Accidental Death and Dismemberment, you will be required to re-apply upon return to work.

2. If your leave begins from the 1<sup>st</sup>-14<sup>th</sup> of the month you must commence pre-payment of premiums for the current month (the entire month). If your leave begins from 15<sup>th</sup>-31<sup>st</sup> you do not need to pre-pay for the current month; your pre-payment will commence on the 1<sup>st</sup> of the following month. If you plan to return to work from the 1<sup>st</sup>-14<sup>th</sup> of the month you are not required to pre-pay for that month. If you plan to return to work from the 15<sup>th</sup> of the month onwards you are required to pre-pay for the month in which you will return to work.

3. Payment method:

Personal cheques only – maximum of 12 post-dated will be accepted

Payable to Air Canada

Include your employee ID in the memo section of the cheque

Please ensure to select the plans you wish to continue while on your leave and ensure that your cheques reflect the correct amounts prior to returning them along with your signed BSA. Cheques along with a copy of the signed BSA must be mailed to:

Air Canada Group Benefits  
Air Canada Centre – YUL 1265  
P.O. Box 14000 – Station Airport  
Dorval, Quebec  
H4Y 1H4

**Note:** Cheques that do not reflect the accurate premium amounts; or cheques that are incomplete (no signature, no employee number, no date, no amount, etc...), cannot be processed and this may result in delays in extension of coverage.

*If you need additional information, please contact the HR Connex Centre toll-free at 1-855-855-0785, Monday to Friday, from 8 a.m. to 6 p.m. (ET).*

*Pour des renseignements supplémentaires, veuillez communiquer avec le Centre Connex RH au numéro sans frais 1 855 855-0785, du lundi au vendredi, entre 8 h et 18 h (HE).*

## **Union Statement on Medical and Return to Work Process**

The Union has compiled the following information to assist you when you have to deal with Occupational Health when they returning to work. Please remember that Occupational Health and Air Canada management are part of the AC Corporation, but OC has to keep medical records separate from AC management.

Let this be your guide. Print it; post it at the Local; pass the information to you VP's; to the members who need guidance, and remember that OC cannot ask to have the WIP form because "it's easier". That form is too intrusive as it contains too much medical information. *Please refer to your Local Union Office for additional guidance.*

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See below information Legal has provided to assist members being asked to provide more medical info to OHS for their return to work.

The Company is entitled to ensure that the employee is physically fit to perform his or her work safely and efficiently (Monarch Fine Foods Co. Ltd. and Milk & Bread Drivers, Dairy Employees, Caterers & Allied Employees, Local 647 (1978), 20 L.A.C. (2d) 419 (M.G. Picher))

They are entitled to know:

1. Nature of the illness. For example, "degenerative disc in the neck", "blood disorder" or "abdominal surgery." The diagnosis itself is not required.
2. Permanent or temporary. Is the illness or condition likely to stay the same, improve, or worsen over time? If the illness or condition is likely to improve, what is the estimated time frame for improvement to occur?
3. Restrictions and limitations. In as much detail as possible, what the employee can do and what the employee cannot do in relation to their current job duties and possible alternative duties.
4. How the medical conclusions were reached. Were diagnostic or other objective tests performed or was most information self-reported? For example, were x-rays taken? The results of the x-rays and the x-rays themselves do not necessarily have to be provided nor do clinical notes have to be provided.
5. Treatment or medication. Any treatment or medication that might impact the accommodation or the employee's ability to perform his or her job should be disclosed. (United Nurses of Alberta, Local 33 v. Capital Health Authority (Royal Alexandra), [2006] A.G.A.A. No. 60 (QL) (Ponak))

- workers' compensation agencies if necessary for a workers' compensation benefit determination or in order to assess and manage an employee's claim against Air Canada;
- if required to do so by a court or administrative ordered subpoena, discovery request, or qualified protective order; and
- managers, for staffing purposes and accommodation measures.

Air Canada's HR Connex call center will only receive limited information reasonably necessary for their purposes such as payroll.

\*The above lists are not exhaustive.

**More Protection of Personal Medical Information:** [HR Policy - Protection of Personal Medical Information](#)

**Related Information:** [Personal Information Protection](#)