

## SLOA Q&A

Hello bonjour

A short message to explain that the Special Leave of Absence program was launched as a means to mitigate layoffs. The purpose is not to allow those on layoff to opt for the SLOA instead of layoff.

This SLOA program is offered to all employees that are expected to be active on the 30<sup>th</sup> of August. If you are currently not laid off, or, you are laid off and expecting to bump a junior employee with your response to layoff election, you may apply for an SLOA. If your SLOA will mean another employee will not get a layoff or another employee will get their layoff rescinded because of your SLOA, then your application will be considered.

### Bumping

**1. Q: Can I bump to another base and then take the SLOA?**

**A:** The SLOA deadline is 10 Aug. If your response to layoff election is awarded post 15 Aug, we will review your application for SLOA at that time and approve based on the intent of the program, to “save” a layoff from that base.

**2. Q: If junior people are working do I bump them out of their position when I have completed my SLOA time? And in the same instance, if only senior agents are working will I then be laid off or terminated if there is no work for me?**

**A:** Upon your return from SLOA, if we are above staffing levels, the junior person on base would be bumped and/or laid off. If upon your return, there is not a junior person working on the base, you would be laid off at that time.

**3. Q: When will we know if we are being bumped or if people are bumping into our station and therefore affecting our position on the list?**

**A:** Our target is no later than 24 August.

### Length of SLOA/Timing

**4. Q: What happens if we apply for SLOA for 12 months but wish to extend after 12 months, is that an option?**

**A:** Company and union to discuss

**5. Q: Generally, what happens after SLOA ends?**

**A:** The employee would make contact with the manager and coordinate a return date at approx. 30 days from the end of their SLOA.

**6. Q: Can the SLOA start date be August 2021?**

**A:** No, it is for active employees and we do not know what your status might be in 2021 of next year

**7. Q: Is there any stipulation if someone is granted SLOA and for example the SLOA would start on September 1st but they decide to withdraw their request before the start date?**

**A:** Yes, once it is approved it cannot be withdrawn.

**8. Q: How does one calculate their end time for SLOA? Are employees able to have multiple end times within same year?**

**A:** Leave commencement dates may be submitted starting with dates for the month of September. Priority will be given to leave requests which commence September 1st, 2020. Length of Leave: minimum 12 months, maximum 3 yrs. Only 1 start date and 1 end date per employee. They do not need to be the same for every employee.

**9. Q: I am wondering about return to work after the SLOA time has expired. If I accept the SLOA and designate that I would only want to be off the minimum (12 months), how does return to work follow? Do I immediately return to work after that period?**

**A:** Yes, dates would be confirmed in advance for your return before you leave.

**10. Q: After three years on the leave program, what is our status? Does a lay off apply then or am I unemployed and have to reapply to a position if and when one becomes available?**

**A:** Only active employees will be awarded a SLOA if their SLOA will "save" another employee from layoff. After the term of your leave you would go back to your original position if you are still able to hold it based on your seniority at the base, if you can't hold a position based on your seniority you would be laid off and article 10.0 would apply.

**11. Q: Would I be eligible to get a call back to work if the situation changes and Jazz will need the employees back to work under SLOA status?**

**A:** No. There is no "recall" under SLOA. If the union approached the company on this item, we would by mutual agreement, between company, union and employee reconsider.

**12. Q: Lay off time frame to return to work is 48 months. Is it the same with SLOA?**

**A:** No. Employees that qualify for a SLOA would exercise their seniority to return to work at the end of the chosen time period. 12 months min to a max of 3 years.

**13. Q: What happens when you're on leave and the contract expires?**

**A:** Nothing. You would stay on leave until the leave ends, then return.

**14. Q: If you take the 1-3 years off and a position becomes available somewhere are you able to apply for that position and come off SLOA status or once you pick your leave do you just have to ride it out till your time period is up? Can I come back before my agreed upon timeframe?**

**A:** Yes, to a new position or status via LOT

**15. Q: Let's say I join the SLOA and put Sept 1<sup>st</sup> 2020 leave starts until Sept 1<sup>st</sup> 2023 - is this the maximum SLOA I can request?**

**A:** Yes

- 16. Q: It is noted that the SLOA is minimum one year, maximum 3 years; if one year is requested, and granted, could the company force you into staying off longer than what was requested?**  
**A: No.**

#### Eligibility

- 17. Q: Once my base restarts, will SLOAs be available to active employees?**

**A: Yes**

- 18. Q: Because there is a 12-month minimum on the SLOA, what if I am eligible to retire in 6 months? Can I still request the 12-month SLOA and then notify the company when I am eligible for retirement or do I have to wait until the 12 months is up?**

**A: Once the 6 months was up, you would advise in writing your desire to retire. We would complete the paperwork to administer this.**

- 19. Q: If I am lay off 30AUG but plan and can hold PT at my base can I take the SLOA?**

**A: Yes, you may apply for the SLOA if you believe you will be active on 30 Aug 2020. When we action the response to layoff elections and you are awarded a position, your application for SLOA will then be considered.**

- 20. Q: I was wondering if the SLOA is available to those of us on ODS?**

**A: ODS is over. You are either active and at work or inactive and on CEWS. Effective 30 Aug, you will either be active and at work or inactive and laid off. Only those with an active status effective 30 Aug can accept the SLOA.**

- 21. Q: If my layoff is rescinded, can I then opt to SLOA?**

**A: Yes, if the rescinding occurs prior to 30 Aug, if not, the Company and the Union will discuss your request on a case by case basis.**

- 22. Q: If I have received a layoff notice but will bump PT, and am ready to work Aug 29th, am I able to apply? I will continue to be active and by bumping will cause additional layoffs.**

**Or, if the answer is no I am not eligible as I have received a layoff notice.**

**When I bump PT, and a second round of layoffs occurs, will there be another opportunity to apply for the SLOA at that point? Either way my application would mitigate a residual lay off.**

**A: If you are expecting to be active for 30 Aug 2020, you may apply, once the bumping review is completed, on or about the 24<sup>th</sup> Aug, we would review your request for SLOA and award as possible.**

#### LOT

- 23. Q: Will I be called to be offered LOT's while on SLOA?**

**A: Yes. – can only be for a different position/status/base though.**

**24. Q: If I were to be granted a LOT to another base, would I still have to carry out my 1-3 year SLOA or would I start work at my new base? Or if I LOT to another base would I then have to put in for a SLOA if it got granted?**

**A:** We would award the LOT, backfill temporarily and allow you to carry out the term of your SLOA if that was your preference.

#### Vacation, Benefits & Pay

**25. Q: When on SLOA, what happens to my banks? Can I opt to pay them out at any time during my SLOA?**

**A:** The Company will allow you to keep their LP & TB for the duration of your leave. The employee will be required to advise their manager/timekeeper prior to August 30<sup>th</sup> that they do not wish to have the LP & TB paid out. Please note that unused 2020 vacation will be paid out within the first 30 days of your leave.

**26. Q: What are documents to fill out in order to keep my bank time and vacation from being paid out?**

**A:** For SLOA, all vacation will be paid out as per above. Note for Loyalty Premium and Time Bank, you will need to contact your manager and timekeeper prior to the 30 Aug for communication to payroll.

**27. Q: What happens to my vacation weeks that I didn't use this year? Will they be there to use when I get back?**

**A:** No all vacation will be paid out in the first or next pay period of the start of your SLOA

**28. Q: If I apply for this leave can it begin on the day I would have started my week vacation?**

**A:** All applications will be reviewed on a seniority basis. We will do all possible to approve for the dates requested.

**29. Q: I know if an employee is on a lay-off status they lose the ability to even buy into benefits but with SLOA do I have an option to buy my benefits?**

**A:** SLOA - Group Benefit Coverage: employee may choose to continue their benefits coverage for Extended Health Care (excluding out of country), Dental, Life Insurance, Dependent Life and ADD for a maximum of three (3) years (STD and LTD is excluded), provided they pay 100% of the cost via direct bank withdrawal. Please note, you are only eligible to extend the benefits you are enrolled in at the time of the SLOA and if you are continuing coverage, you must continue with all benefits for the full duration

**30. Q: If I opt to continue my benefits, will the benefit cost be deducted from my bank account each month?**

**A:** No, you will have to make arrangements with Payroll Pension Benefits

**31. Q: If I choose SLOA and go back to work will my wage reflect any increase that would have taken place while on leave?**

**A:** Yes but no pay will be owed to you. It is not retroactively.

**32. Q: Can I choose not to keep my benefits while on SLOA or be switched to a cheaper plan?**

**A:** You may elect not to participate in the benefits. There is no option for a lesser benefits plan.

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**33. Q: If granted the SLOA, what happens with the holiday bid, for the following year? Since it would be a one-year request , would I be included in the holiday bid for 2021 (bidding for holidays between Sept and Dec)**

**A:** If your SLOA is for 12 months ending Sept 2021, you may participate in the 2021 vacation bid. Your 2021 vacation entitlement will be prorated according to article 15.02.02. Bids for 2021 would be limited to the time period following your return to work (i.e. you may not bid vacation for March 2021 if your return to work date is September 2021).

EI

**34. Q: Can you collect EI when on SLOA?**

**A:** you may apply for EI while on SLOA

**35. Q: Can you collect CERB when on SLOA?**

**A:** You may apply for CERB while on SLOA

**36. Q: If you choose to take SLOA, what box on the ROE would be ticked off as reason code?**

**A:** "Shortage of Work"

**37. Q: Will the SLOA have any changes or effects to existing ROE's (for the purpose of Employment Insurance) in which were in place since members' ODS/LOU-extension - as the whole point is to mitigate job losses for less senior staff?**

**A:** A new ROE will be issued

**38. If CEWS is extended will EE be eligible to collect if on SLOA?**

**A:** No

**39. Q: If CEWS and LOU are extended til December, for example - but not until AFTER the deadline of August 10th ...will those elected SLOA members continue to get supplemented by the 75% wage subsidy (as we have been since April during ODS & LOU extension til August 29)?**

**A:** No. CEWS has been adjusted and the government has changed the compensation amounts being paid to employees based on the revenue loss % of the corporation. For Jazz, the % paid is

expected to be equitable to EI. It will not be 75%. Jazz is still not firm as to our enrollment or the amounts that may be paid to inactive employees.

## Layoff

**40. Q: Can an EE who has been given a deferred layoff letter apply for SLOA instead?**

**A:** The idea is that people that will be active on the 30 Aug will apply and that will cause us to rescind a layoff notice. Note, if you are on an approved leave and have a date of return, and are expected to be active on your return, you can apply for the SLOA

**41. Q: I am currently working but being Laid-off in September, because I am working now, can I take the SLOA instead of Lay-off?**

**A:** No. Employees who are expected to be active on 30<sup>th</sup> Aug should apply. If you apply and you are not successful in your response to layoff election, you will be on layoff status.

**42. Q: Is there any way you could advise me where I stand in order for September call out? How many will be laid off and am I one of them?**

**A:** This is posted on the Jazz net with a proposed seniority list for Sept 1, this does not include any bumps into station or leaves granted.

**43. Q: How this is different than the lay-off status?**

**A:** SLOA is different from lay off with you deciding how much time that you want to be away from work. If an employee were to request a SLOA for 24 months, for example, then the employee is guaranteed to be off work for the full 2 years with no option to return early.

*Eligibility: All active Unifor Airports employees at a base where there is surplus staff, or Airports employees currently on leave with scheduled return to work dates. The intent of the program is that an active employee takes the leave voluntarily in order that another employee would retain work that otherwise would be laid off.*

**44. Q: Is it possible to have lots of people not on lay-off and that way you're always covered and fully staffed?**

**A:** We will make every effort to maintain adequate staffing levels and will not approve SLOAs that would require us to hire new people or would put us short.

**45. Q: If there is no position for me on my start day after my SLOA do I get put on a Layoff status then for 48months, or whatever the contract reads at that point?**

**A:** Correct, if upon the end of your SLOA, you cannot hold your original positions, we would issue you a layoff and all articles would apply.

**46. Q: After the layoff can agents still get recalled?**

**A:** Yes, agents can be recalled from lay-off.

## Travel

**47. Q: What are the differences in travel eligibility when on SLOA compared to layoff?**

**A:** see Jazznet airports page – document travel on layoff and SLOA travel document.

**48. Q: Travel Policy states that SLOA members won't be eligible for the Retirement Milestone Program - does that ONLY apply to those who are due to retire during and/or right after their SLOA period? Or would it affect all employees regardless when their projected retirements be (i.e. Even if 10+ years from now)?**

**A:** Correct this is directed at those employees that would hit a milestone during their SLOA. The employee would have to return to work and be active to attain this.

**49. Q: With SLOA, will I have travel passes?**

**A:** Yes, travel passes under SLOA are extended for the duration of the leave for travel on AC only.

**50. Q: Are your travel benefits good only until the contract expires?**

**A:** Travel benefits are covered under the CPA and will be reviewed again in 2035.

## Seniority

**51. Q: Do you keep your seniority for three years?**

**A:** Yes, you maintain seniority while on leave.

**52. Q: Will they still call back by seniority?**

**A:** No, for SLOA, you would return to your role at the end of your SLOA. There is no “recall” for SLOA

## Miscellaneous

**53. Q: What does active mean?**

**A:** Someone who has not received a layoff letter.

**54. Q. The program mentions “active employees”, active as of when?**

**A:** Active as of the 30 August. All applications require to be submitted by the 10th

**55. Q: If I take a SLOA then come back in the fall of 2021, do I still qualify for the Retirement Milestone Program for my 2022 25year pass – Can I gain my years while on SLOA?**

**A:** Yes, you are accruing seniority and this will apply to your service for passes as long as you return to active status.

**56. Q: If I'm on layoff or special leave of absence on my anniversary date, would I be still eligible for my 30year anniversary J Passes or do I have to be active at work?**

**A:** You must be active to receive the passes. Upon your return after your first shift, you should be made whole for these passes.

**57. Q: How long can my PLOA run?**

**A:** as opposed to SLOA, PLOAs are max 12months. If you're requesting an extension of your PLOA, it will depend on the operational requirement in September

**58. Q: When do these decisions about the SLOA need to be made?**

**A:** Barring any new information, deadline is end of day, Aug 10

**59. Q: Will I still have access to JazzNet and be supported with updates regarding the SLOA?**

**A:** Checking with Roxane...will update asap...

**60. Q: Is there any word on CEWS, and if Jazz qualifies for the extension, if no word at this time, is there an estimated date? If a special SLOA is requested, and after 10 August, we are notified that CEWS is being extended, are we able to withdraw our SLOA request?**

**A:** Once your SLOA is approved it is irrevocable.

- The federal government has announced the extension of the CEWS program to November 21<sup>st</sup>, 2020. The Company is evaluating the program and the program requirements/eligibility. More information will be made available when the Company is able to confirm.