

The Work Options Program reinforces the notion that working within the confines of a rigid work schedule may simply not be suitable for every single one of us. Recognizing this desire for flexibility, we are providing, as part of this program, a variety of options that may help you in balancing your work responsibilities with all the other commitments in your life.

This program provides you with the ability to determine, in collaboration with the appropriate level of management, when and how the work gets done. This collaboration should be reflected in your proposal when applying for a work option.

This site outlines four work options which may assist you in balancing your work responsibilities with all the other important commitments in your life.

This program is offered as part of the total compensation package at Canada Post.

Reduced Work Schedule

What is it?

This option enables you to alter your regular scheduled hours by reducing your work schedule by one (1) day per week or by one (1) day every two weeks.

For how long?

It is up to you to determine how long you would like to participate in the Reduced Work Schedule option.

How does it work?

You will receive 80% of your regular pay if you choose to take one day off each week.

Should you decide to take one day off every two weeks, you will receive 90% of your regular salary.

What about my benefit coverage?

Your participation in the Reduced Work Schedule does not affect your benefit coverage provided that you work the hours required for coverage.

Can I afford to work a reduced schedule?

Only you can determine if you can afford to take this option. Remember that reducing your work schedule will also mean a reduction in your income.

To assist you with your decision, examples are included below to provide you with a general idea of the reduction in net (take-home) pay associated with the Reduced Work Schedule option.

Can I afford to work a reduced schedule? Example.

Mary lives in Ontario, works full-time, and is considered to be single for income tax

purposes. Mary, who would like to have more time off from work, is interested in taking one (1) day off every two weeks (this is the equivalent of a 10% pay reduction). The following illustrates how this reduction will affect Mary's take-home pay.

Example #1* MGT Employee

	Current Salary	10% Reduction
Salary	\$70,000	\$63,000
CPC Pension	(6,835)	(6,835)
Federal & Provincial Tax deduction	(11,657)	(9,600)
CPP	(2,898) Max	(2,898) Max
EI	(856) Max	(856) Max
EHCP	(126)	(126)
Dental Plan	(42)	(42)
Basic Life	(290)	(290)
LTD/DI (as applicable)	(860)	(860)
Net take-home pay	\$46,436	\$41,493
Reduced Take-home pay		\$4,943
Reduced take-home pay per pay period		\$190

Example #2* Bargained Employee

	Current Salary	10% Reduction
Salary	\$55,000	\$49,500
CPC Pension	(5,060)	(5,060)
Federal & Provincial Tax deduction	(7,800)	(6,300)
CPP	(2,627)	(2,346)
EI	(856) Max	(782)
EHCP	(121)	(121)
Dental Plan	(40)	(40)
Basic Life	(220)	(220)
LTD/DI (as applicable)	(1,110)	(1,110)
Net take-home pay	\$37,166	\$33,521
Reduced Take-home pay		\$3,645
Reduced take-home pay per pay period		\$140

- CPP - Canada Pension Plan
- BLIP - Basic Life Insurance Plan
- EHCP - Extended Health Care Plan
- EI - Employment Insurance
- LTD/DI - Long Term
- Disability/Disability Insurance

*These examples are provided for illustrative purposes only. The effect on your pay will depend on your personal tax circumstances. If more detailed information is required, you may wish to speak to a financial advisor.

Can I revert back to a 5 day work schedule?

You may, at any time, return to a regular 5 day-work schedule. Should you wish to do so, you will need to notify your appropriate level of management and your AccessHR. This notification is to be provided in writing at least one (1) month prior to the date you want to resume a regular 5 day work schedule.

Should a statutory holiday fall on a non-working day, you will receive a day in lieu at some other time which is convenient to both you and the Corporation.

Due to special or urgent circumstances, you may be called upon to work a 5 day week on a temporary basis. Should this occur, your salary would be adjusted accordingly. You will be returned to your reduced work schedule as soon as it is operationally feasible.

Should you request maternity, parental, adoption, or child care leave during your participation in the Reduced Work Schedule, the reduced schedule will be suspended for the period of such leave and reinstated for completion upon the end of your leave.

Additional Information

Participation in the work options program may result in pro-rated At-risk pay / individual performance incentive. For more information on eligibility requirements, please refer to the [Canada Post Compensation Program </html/branches/you_at_canada_post/compensation/index-e.shtml>](http://canada.post/compensation/index-e.shtml).