

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://canadapost.com/branches/you_at_canada_post/compensation/index-e.shtml).

Questions and Answers

Can I reduce or cancel some of the benefits that I pay now?

The mandatory benefit plans as well as the premiums will remain unchanged. We believe this is more beneficial for everyone participating. However, it is possible to modify or cancel your coverage under the Life & Accident Program (LAIP) and Extended Health Care Plan (EHCP).

I would like to propose an alternative reduced work schedule. Is this possible?

Yes. You should discuss your alternative schedule with your appropriate level of management. However, any alternative reduced work schedule will only be approved on a case-by-case basis.

Once my application has been approved by the appropriate level of management, when can I start my reduced work schedule?

Your new work schedule must coincide with the next available pay period. This means that in order to start your new work schedule on the Monday of a pay period, your approved application must be forwarded to AccessHR no later than the Wednesday prior to the start of that pay period.

In the event that I take maternity or parental leave, will my benefits be affected if I participate in the Reduced Work Schedule option?

No, there will not be any impact on maternity or parental leave benefits. Your benefits will be calculated on 100% of your regular salary and not on your reduced salary.

Short-term leave – (period of 1-60 days)

What is it?

You may elect to take leave without pay for personal, family reasons or to pursue personal projects or initiatives that are of interest to you.

As part of this option, your reduction in pay will be averaged over a period of time to ensure that you continue to receive some income while you are on leave.

For how long?

You may take between one (1) and sixty (60) working days as part of this option

When can I take the time off?

Your leave period may begin any time following the approval of your application.

The leave must be taken in one or two blocks of time within the following twelve (12) month period, subject to the business needs of your function/department.

Can I afford to take the short-term leave – (1-60 days)?

Only you can determine if you can afford to take this option. The following example may assist you in determining the potential impact on your gross salary per pay period.

Catherine, who earns \$35.25 hourly rate, has decided to take 22 days of leave without pay (LWOP) under the short-term leave option. She has estimated that her gross reduction per pay will be \$223.70 based upon the following calculations. Note that the calculation differs from the below if you are taking 19 days or less.

Step 1:	$7.5 \text{ (daily work hours)} \times 22 \text{ (required \# of days)}$	=	165 (required # of hours)
Step 2:	$\$35.25 \text{ (hourly rate)} \times 165 \text{ (required \# of hours)}$	=	\$5,816.25 (total gross deduction on annual salary)
Step 3:	$\$5,816.25 \text{ (total gross deduction)} \div 26 \text{ (\# of pay period to recover)}$	=	\$223.70 (total gross reduction per pay period)

How will this affect my pay?

From days 1-19, the number of unpaid leave days requested will be deducted from your pay. You may, as part of this option, have your reduction in pay pro-rated over a period of your choice not to exceed six months to ease any potential financial hardships

From 20 to 60 days, your salary will be reduced by the corresponding amount of your leave, and your remaining salary will be averaged out over an entire one-year period. This allows you to receive a pay cheque while you are on leave.

Will my payroll deductions change?

Throughout the income averaging period, all mandatory payroll deductions and contributions to optional plans will continue as usual.

Return to Work

At the end of your leave, you will return to work in your position.

What about my benefit coverage?	
Pension	No change. Contributions: continue based on 100% salary rate.
Basic Life Insurance Plan (BLIP)	No change. Coverage and Premiums: continue based on 100% salary rate.
Long Term Disability Insurance (LTD) or Disability Insurance (DI)	No change. Coverage and Premiums: continue based on 100% salary rate.
Life and Accident Insurance (LAIP) (for Management/Exempt and PSAC employees only)	No change. Coverage and Premiums: continue based on 100% salary rate.
Extended Health Care Plan (EHCP)	No change. Coverage and Premiums: continue.
Vision/Hearing & Dental Care	No change. Coverage: continues.
Vacation and Personal day	Accumulates if 10 days paid in each month. Cannot be used during leave.

How are the premiums paid?

Deductions from your pay cheques continue under the short-term leave option.

You must already be a member of the above benefit plans in order to have coverage under this program.

This chart applies only to the Work Options Program.

Additional Information

1. The income averaging will begin the month following receipt by your Pay office of the approved application.
2. Should you request maternity, parental leave, adoption or child care leave during the period of your leave, the short-term leave option- will be suspended for the period of such leave and reinstated for completion upon the end of your leave. Such a request may result in the rescheduling of the periods of leave to reflect operational requirements and relevant circumstances.
3. 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 <http://intranet.cpggpc.ca/html/branches/you_at_canada_post/compensation/index-e.shtml>](http://intranet.cpggpc.ca/html/branches/you_at_canada_post/compensation/index-e.shtml).
4. During the approved leave, you may accept employment outside the Corporation provided such employment:
 - is not with any third party, subsidiary or affiliated company; and,
 - meets CPC Conflict of Interest guidelines or of any subsidiary or affiliated company. Such outside employment must not be with a competitor.

Questions and Answers

Can I take my vacation and my leave under the short-term leave option at the same time?

Yes, you may take your vacation leave first and your short-term leave immediately afterwards, based on operational requirements. You cannot take other leave during your short term leave time period.

Do I have to specify the start and end date of my leave period at the time I apply?

Yes, the Application Form requests the projected dates for the leave.

What happens if I have to change the start date of my leave?

Your leave start date can be rescheduled. It is important to remember, however, that approval of your rescheduled leave will be subject to the operational requirements of your function/department.

Do I get credit for a statutory holiday if it falls during my leave?

Yes. The leave would be extended by an equivalent amount of time.

The Corporation says that I will return to my position after my leave of absence. Does this assure me that my job is guaranteed upon my return?

If the duration of the leave is less than one year you will return to your position. However, you should be aware that during your absence, reorganization or downsizing activities may have occurred. Should your position be affected by such activities, your situation will be dealt with in accordance with the then current policy of the Corporation. Please note that this kind of situation may also happen while you're at work; being on leave does not influence whether such activities will affect your position.

In the event that I take maternity leave, will my benefits be affected if I participate in the short term leave option?

No, there will not be any impact on your maternity leave benefits. Your benefits will be calculated on 100% of your regular salary.

Self-Funded Leave

What is it?

Self-Funded Leave provides you with an opportunity to defer a portion of your gross salary to fund a period of leave from work to be taken at a later date.

How does it work?

You can defer up to 33 1/3% annually/per year of your gross regular salary to fund a period of absence from work.

The following provides an example of how Self-Funded Leave works.

John earns \$55,000 per year. He wants to take 6 months off starting September 1, 2021 to travel and would like 40% (\$22,000) of his current income paid to him during his period of absence.

In August 2019, John applied to have 10% of his gross salary deferred in 2019, 20% deferred in 2020 and 10% deferred in 2021 (a total of 52 pay periods). Starting with his first pay in September 2021, \$423.08 ($1/52 \times \$22,000$) will be deferred to a trust account in John's name.

How long do I have to defer funds?

The deferral period can be any length of time to a maximum of six (6) years. Your leave of absence must immediately follow the deferral period.

A leave of how long?

The leave of absence may be taken for a period of six (6) to twelve (12) consecutive months.

Can I change the deferral period?

You may, at any time before the last six (6) months of the deferral period, request that

the period of leave originally chosen be changed. Such a request is subject to the following:

- The period of leave may not be changed for a period of less than six (6) months or more than twelve (12) consecutive months.
- The period of leave may not commence at a time which is later than six (6) years after the commencement of the deferral period.
- Approval of your request for a change is subject to operational requirements and cannot be guaranteed.

How will deductions be made?

The amount authorized by you on your application for this option will be deducted from each of your regular bi-weekly cheques. No deductions for income tax or Canada/Quebec Pension Plan will be made on the salary being deferred. All other deductions will continue.

You may vary the percentage of the deduction of your gross regular salary. This request is subject to the following:

- Such a request will only be accepted once in a calendar year.
- The change will become effective one (1) month following your request.
- No changes can be requested if less than six (6) months remain in the deferral period.
- Such a request must be addressed in writing to AccessHR.

Where do the deferred funds go?

The deferred amount will be transferred into a trust account in your name with the Alterna Savings. You will be required to enter into a Self-funded Leave Custodial Agreement with the Alterna Savings. Information regarding this agreement will be provided upon approval of your request.

The trust account will generate interest which will be paid to you annually.

Maturity of trust agreement:

- Upon maturity of your trust agreement, the funds will be released to an account of your choice.
- The amount of the funds returned will be added to your income for the taxation year during which you received the funds for the purpose of calculating federal income tax and CPP premiums for that taxation year.

Note: Employees residing in the province of Quebec will be responsible for monies owed to Revenue Quebec for the QPP and income tax as only the federal income tax for those funds will be deducted.

Must I return to work after my leave?

Yes. You must return to work for a period of time equal to your leave period. You will return to your position.

What about my benefit Coverage?

Pension (DB)	Contributions: First 3 consecutive months - your share is mandatory, after 3 consecutive months - two times your share, optional.
Pension (DC)	Contributions: None - You cannot contribute to the Plan while on leave and Canada Post will not provide a base contribution or any matching contributions
Basic Life Insurance Plan (BLIP)	Coverage: Yes (Mandatory) Premiums: Your share plus corporate share* from the first month of leave.
Long Term Disability Insurance (LTD) or Disability Insurance (DI)	Coverage: Yes (Mandatory) Premiums: Your share plus corporate share* from the first month of leave.
Life and Accident Insurance (LAIP) (for Management/Exempt and PSAC employees only)	Coverage: Yes (Optional) Premiums: Your share (Employee paid)
Extended Health Care Plan (EHCP)	Coverage: Yes (Optional) Premiums: Your share plus corporate share* from the first month of leave.
Vision/Hearing & Dental Care	No coverage.
Vacation and Personal day	No accumulation or use during leave.

**Please visit "Benefits Overview" in ESS to understand your share plus the corporate share of premium costs for these benefit plans.*

How are the premiums paid?

Premiums will be recovered upon return to work, over a period equal to two times the period of absence.

You must already be a member of the above benefit plans in order to have coverage under this program. Please visit “Benefits Overview” in ESS to understand your share plus the corporate share of premium costs for these benefit plans.

This chart applies only to the Work Options Program.

Additional Information

1. Should you voluntarily withdraw from this option, you will be responsible for the financial and tax implications of the withdrawal.
2. 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://canadapost.com/html/branches/you_at_canada_post/compensation/index-e.shtml)
3. During the approved leave, you may accept employment outside the Corporation provided such employment:
 - is not with any third party, subsidiary or affiliated company or for any other federal institution; and,
 - meets CPC Conflict of Interest guidelines or of any subsidiary or affiliated company. Such outside employment must not be with a competitor.

Questions and Answers

Why must I sign a custodial agreement?

The custodial agreement, which is between you and the custodial institution, outlines the conditions that will govern the administration of your deferred funds.

I don't have an account with the Alterna Savings or Credit Union.
Can I deal directly with my financial institution?

No. As this type of leave requires special arrangements with a financial institution, it is only available through the Alterna Savings or Credit Union. The Alterna Savings or Credit Union were chosen because it already has a plan in place and involves no administration costs.

Can I make a partial withdrawal from the trust account before it matures?

No, partial withdrawals cannot be made from the trust account.

May I terminate my participation in the Self-Funded Leave option prior to the maturity of my trust account?

Yes. You will be required to provide a written request to AccessHR for the premature termination of the Self-Funded Leave option. You will be responsible for any tax implications resulting from such a request.

I have deferred a portion of my salary to fund a leave of absence to be taken in 2021. However, due to personal circumstances, I wish to have my leave period changed to 2020. Would this be feasible?

Yes, however, such a request would be subject to certain conditions. Please refer to the section entitled "[Can I change the Deferral Period <self_funded_leave-e.shtml>](#) "

May I fund two separate leave of absences at the same time?

No. Upon the conclusion of your first leave of absence, you may submit another application to commence the deferral of funds for a second leave of absence.

Phased Retirement Leave

What is it?

Phased Retirement Leave enables you to make a gradual transition from work to retirement.

You may reduce your work week to three (3) days instead of the usual five during the two year period prior to your retirement date.

For how long?

This leave is available during your last two (2) years of employment prior to your retirement from the Corporation.

What about my retirement date?

Prior to applying for this option, you must determine your retirement date and advise AccessHR, in writing, of your intention to retire at a specified date.

How will this affect my pay?

The day(s) not worked will be considered as leave without pay.

Although your pay would be reduced to reflect your shorter work week, you will continue to contribute to CPC Pension Plan based on your full-time salary. Therefore, your pension will not be reduced as a result of the leave.

What about my benefit coverage?

Your benefit coverage will remain the same provided that you work the hours required for coverage.

Additional Information

1. This leave period may not exceed two (2) years.

2. Your retirement will become effective on the specified retirement date.
3. 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://you_at_canada_post/compensation/index-e.shtml)

Questions and Answers

If I elect to participate under this option, will I still be entitled to the Pre-retirement leave?

Yes. You continue to remain eligible for the Pre-retirement Leave, subject to the provisions governing this type of leave.

How to Participate in the Program

How do I apply?

If you wish to apply for one or more of the options described in this site, you are invited to complete the appropriate [application form <application_forms-e.shtml>](#).

Should you require an additional copy of an application form, please contact [AccessHR <contact-e.shtml>](#).

Which form do I complete?

The form required will depend on the option you choose. There are two different application forms.

The following outlines which form must be completed for which option:

[Application Form 1 </CMS_content/Forms/22-054-335e.pdf>](#) - to be used for:

- Reduced Work Schedule;
- Short term – period of 1-60 days;
- Phased Retirement Leave.

[Application Form 2 </html/documents/work_options/work_option_2-e.pdf>](#) - only to be used to apply for the Self-Funded Leave option.

How do I complete the forms?

Depending on the form to be completed, you may be required to provide the following:

- **General Information**

- You are requested to provide such information as your name, your employee ID, your telephone number

- **Employee Proposal**

- Please refer to Information on the [Employee Proposal <info_on_employee_proposal-e.shtml>](#) for information and examples on how to complete the employee proposal.

- **Indicate the option desired (form 1 only)**

- You will need to indicate the option(s) of your choice by putting a check (3) mark next to the name of the option.

Where do I send the completed application?

Once you have completed your application form and have received approval from the responsible management level (Director or above), you should forward the original application to [AccessHR <contact-e.shtml>](#) and provide a photocopy of the application to your appropriate level of management.

What happens next?

Your application will be reviewed and collated by AccessHR who will advise Pay and Benefits of the work option that has been approved for you.

Approval of any application will be determined based upon the appropriate eligibility requirements described in this information booklet and the operational requirements of your function/department. Therefore, not all requests can be accommodated.

Information on the Employee Proposal

What is an employee proposal?

Your employee proposal should describe how the program will work for you. As an employee it is important for you to think how your decision to opt for this program will impact on the customers, fellow employees, your unit and the business in general. Take the time to analyze the proposal from your manager's point of view and show how you intend to overcome any concerns your manager may raise. You may also want to come up with different scenarios.

Some points to consider

The following provides some points you may want to consider prior to completing your proposal:

Customer Service

- What will be the business impacts for external customers and employees of the Corporation?
- How will it affect other employees and other departments?
- How will you let customers and employees know about your new schedule?

Your Unit

- How will this affect your work priorities? Will it require adjustments to your work and that of others?
- How will you effectively manage deadlines?
- What is your work plan? What does your job entail? How will the work get done? Which duties can be reassigned?
- If you are supervising others, you'll want to show how you'll still be able to coach and develop your employees, evaluate their performance and build team spirit.

Sample Proposals

Below, you will find two sample proposals to help you in the preparation of your own proposal.

Sample Proposal #1

Jane wants to participate for the Reduced Work Schedule option for a period of 18 months. She intends to take one day off every two weeks.

Customer Service

Minimal because there is no day to day contact.

I will leave a message on my answering machine to let my customer and employees know that I will be away.

Your Unit

Some adjustment will be necessary but impact should be minimal.

My colleague has agreed to cover for me for urgent matters, as we do now when one of us is away from the office either on sick or annual leave.

As for the weekly report, it will be completed by the end of the business day on Thursday instead of Friday morning.

I've discussed the program with the other employees in the unit and I'm the only one who is interested in applying.

Sample Proposal #2

John wants to take 30 days under the short-term leave option (a period of 1-60 days). His projected leave period is February 2 to March 12.

Customer Service

I will let my internal customers know who to contact if they need any information.

Your Unit

Because of the nature of the work assignments, every analyst works independently; therefore minimal impact on employees.

As I will be away during a normally quiet period for our unit, I don't expect any major increase in the workload upon my return.

The two employees reporting to me are aware that I plan to be away for 30 days and I made myself clear as to my expectations and their objectives. If they have any problem I suggest that they come to you.

Contact Information

AccessHR Contact Information

AccessHr

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Ottawa, On

K1A 0B1

Tel: 1-877-807-9090

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