

Total Compensation

Benefits/Pension/Pay and Incentives/Health and Wellness/Leave Options



Request for Unpaid Leave Greater Than 30 Days for CUPW Employees

Most commonly asked questions ([Qs and As](#))

General Information				
First Name:	Last Name:		Employee ID:	
Job Title:	<input type="checkbox"/> Regular <input type="checkbox"/> Temporary*	Team Leader's Name:	Team Leader's Tel. #:	Ext.

*Where applicable to Group 3 Temporary Employees (as per clause 44.33)

Leave time requested	
Start Date (YYYY-MM-DD):	End Date (YYYY-MM-DD) <small>(Your selected end date cannot exceed the leave maximum indicated below)</small>

I wish to apply for the following type of leave:

Leave type	Maximum duration of leave without pay	Please check one
Other - Leave Without Pay (Group 2 Only)	Up to three months	<input type="checkbox"/>
Military Leave (for Training Purposes)	Up to three months	<input type="checkbox"/>
Relocation of Spouse Leave	Up to five years	<input type="checkbox"/>
Care and Nurturing Leave (for Preschool-aged Children)	Up to five years	<input type="checkbox"/>
Long-term Elder Care Leave	Up to five years	<input type="checkbox"/>
Personal Needs Leave (for Group 3 Only) a) and b) may each only be taken once during your total period of employment with Canada Post	a) Up to three months	<input type="checkbox"/>
	b) More than three months, but less than one year	<input type="checkbox"/>
Education Leave	Up to three years	<input type="checkbox"/>
Other - Leave by Request	Up to three months	<input type="checkbox"/>

Please note:

The terms and conditions of your collective agreement govern the criteria for your leave and vacation entitlement increase and no part of this form is intended to modify any rules already set out in your collective agreement. Refer to your [collective agreement](#) for more details.

Benefit Coverage While on an Unpaid Leave Greater Than 30 Days

For details about your current benefits coverage, please visit [Employee Self Serve](#) (ESS) via MySAP on Intrapost.

Coverage under the following mandatory benefit plans will continue while you are on an unpaid leave of absence.

- Basic Life Insurance Plan
- Disability Insurance

Coverage under the following benefit plans will stop on the day you begin your unpaid leave of absence. Coverage will automatically resume on the day you return to work.

- Dental Care Plan
- Vision & Hearing Care Plan

Coverage under the following benefit plans is optional while you are on an unpaid leave of absence.

Check the appropriate box for each benefit plan to indicate whether you wish to continue or cancel your coverage. If you don't indicate a choice, your existing coverage will automatically continue and you will be responsible for paying the premiums charged.

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- Extended Health Care Plan (EHCP)** - If you choose to discontinue your EHCP coverage, you can reapply only when you return to work.
Please note: Residents of Quebec are required by law to be covered under a drug plan. Please ensure you are enrolled in one of the following three plans while on your leave: (1) Canada Post drug plan through the Extended Health Care Plan (EHCP); or (2) a spousal or an association drug plan; or (3) Quebec Provincial Drug Plan administered by the *Régie de l'assurance maladie du Québec (RAMQ)*.

I want to continue my EHCP coverage: Yes No

Benefit Premiums

Please note that you will be responsible for both **your share** and the **employer's share** of the premiums. Premium arrears will accumulate for all your benefit coverage, where applicable, while on leave. The premium arrears will be recovered from your pay when you return to work over a period of twice the duration of your leave.

Should you not return to work for any reason or leave Canada Post prior to completing your repayment schedule, you will receive a written notice requesting repayment in full of any benefit premiums that are outstanding in relation to your unpaid leave period. These premiums must be remitted to Canada Post within 30 days of the date of the written notice.

Pension

For details related to the amount of pension contribution arrears resulting from your unpaid leave, please visit www.cpcpension.com or contact the Pension Centre at 1 877-480-9220.

Transfer Applications While on Leave

Valid and current transfer/promotion/demotion requests will continue to be considered while you are on leave. Should you wish to remove or amend your desire to transfer/promote and/or demote, you are reminded to complete the necessary forms and ensure they are submitted as per the instructions on the form.

Substantive Position & Return to Work

You will maintain your substantive position while you are on leave. Your substantive assignment may be filled on a temporary basis while you are on an unpaid leave. You may return to your substantive assignment, if it exists at the end of your leave.

If your assignment no longer exists, you may be temporarily assigned, or considered unassigned until such time as you obtain an assignment in accordance with the terms of your collective agreement.

You should notify Canada Post at least one month prior to the end of your unpaid leave of your intention to return to work.

Termination of Employment

I understand that

- When I am ready to return to work, Canada Post will assign me to a position in accordance with the terms of the [CUPW collective agreement](#).
- If I choose not to return to work at the end of my unpaid leave, my employment with Canada Post may be severed.

I have read and understood the terms and conditions set out in this Request for Unpaid Leave.

Employee Signature:	Date (YYYY-MM-DD)
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Manager Signature	
This request for leave is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	By (print name):
Team Lead/ Manager Signature*:	Date (YYYY-MM-DD):

* Team leader to provide a signed copy of this form to the employee.