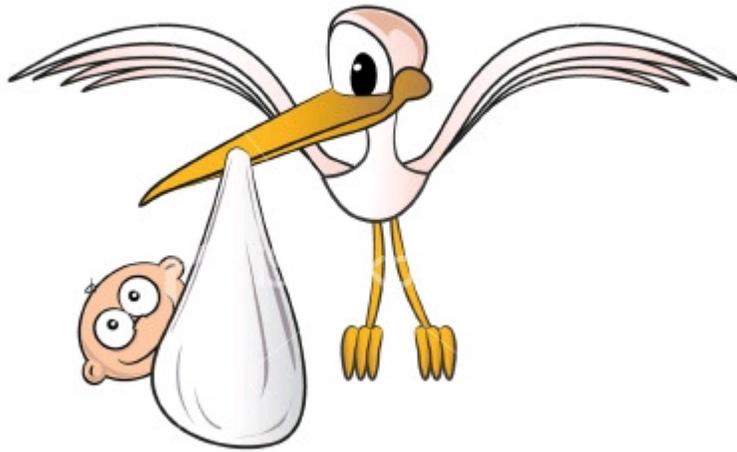


From Here to



Maternity

All the information you need to know
about your work from Maternity to Parenthood.

This document was provided to you on behalf of the CUPE Women's Committee, and is intended to guide you through these busy, and perhaps stressful, times. If there is any variance between this document and the Collective Agreement or any applicable legislations or polices, the Collective Agreement, legislation, and policies will take precedence. Any information included in this document may change without notice. If you are aware of any new information, please bring it to our attention and we will gladly update this document.

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As soon as you think you are pregnant

If you think you are pregnant, you can request a reasonable amount of time, up to two weeks, to confirm your pregnancy with a doctor and decide if, for your well being and that of the baby, you should continue flying for the duration of the pregnancy. If you are pregnant you will be pay protected when you submit substantiation that you are pregnant, provided you return to flying or start maternity/alternate work. If you are not pregnant the time off will be changed to a 519 code, unavailable no fault, however if you took the time to find out if you were pregnant because you were sick you can use sick time for the period you were off, in that case the company can request a medical certificate to substantiate the utilization of sick time. If you are pregnant and you need to stay booked off, the code **will not** be changed to 527, and you will be charged sick time for the period you were off in order to confirm your pregnancy. At the time you suspect you may be pregnant, you should call Crew Scheduling (book-off line) and book-off. You then need to call the Coordinator Employee Engagement Specialist in your region (at this time for YYZ 905-676-4300 ext. 2246, for YUL call 514-422-2045, for YYC and YVR call 604-295-4250) and explain the situation since they are the ones who will have the code 527 put into your duty plan. This code is to specify that you are awaiting your appointment with your doctor.

When your pregnancy is confirmed

Cabin crew may elect to continue flying while pregnant, however, there are risks associated with flying while pregnant. Speak to your treating physician about your particular situation in order to make an informed decision. If a pregnant cabin crew continues flying, the same standards will be applied to her as to all cabin crew. If at any point you are deemed unfit to fly, you will either be placed on compulsory maternity leave, or you can attempt to find maternity alternate work (Publication 356, 2.5.1.6 Pregnancy). If you are deemed unfit to fly, assuming it is for medical reasons, then an application to WIP should be submitted. Preventative reasons are considered non disabling conditions and will not attract benefits payments.

1) If you choose to fly:

- You must provide Air Canada with the certificate of the medical practitioner certifying that you are pregnant and which stipulates the expected due date.
- Commencing in the 20th week and every 2 weeks thereafter, you will be required to provide a certificate from physician stating that you are fit to fly. (Collective Agreement 10.04.02)

From Here to Maternity

2) If you choose to take an unpaid leave of absence:

- You must provide Air Canada with the certificate from the medical practitioner certifying that you are pregnant and which stipulates the expected due date.
- You must inform Air Canada of the date on which you desire to commence the leave of absence (“LOA”) without pay. At this time, this type of LOA is considered a Personal Leave of Absence which means your service date will be affected if you are off the payroll for more than 30 days, you will not be able to contribute to your pension plan, and you will have to pre-pay your benefit coverage.
- You must make arrangements for benefit coverage, including WIP. (This is explained in further detail later in this document). Be aware that the extension of most benefits is for a period of twelve months only.

3) If you choose to do maternity alternate work:

- You must provide Air Canada with the certificate of the medical practitioner certifying that you are pregnant and which stipulates the expected due date.
- You must fill out the “Alternate Maternity Work Application”. Air Canada wants your personal C.V. because groundwork is not limited to the IFS department and they need to match your skills to the departments with open positions.
- The company will provide accommodation, short of undue hardship, to employees with medically validated pregnancy complications through groundwork. (C.A. 10.04.02.01)
- You may choose, before starting your ground duty, the number of days you wish to work up to a maximum of five days a week, provided such accommodation is available. (C.A. 10.04.02.02)

Uniform

All employees are encouraged to wear their uniforms, however only those employees who will have direct contact with customers and/or security will be required to do so. Please be advised that if you do not wear your uniform, expenses paid for the upkeep of your uniform will not be provided to you.

If a pregnant employee on alternate groundwork chooses to wear her uniform while performing alternate groundwork, the Company will pay the appropriate allowances for uniforms, footwear, and cleaning in accordance with Article 7.03. (C.A. 10.04.02.05)

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Pay during Maternity Alternate work

Flight Attendants working a full time (40 paid hours/week) Mat/Alt assignment will have two options concerning their pay for the duration of their work assignment:

- **Option 1** > Shadow bidding (you bid and are awarded flights which you will not actually operate). This may not be the best option if you are usually awarded a reserve block, since the mmg (70hrs) would be your monthly credits. If your seniority permits you to hold blocks, you would use your blocked credits. Calculate as follows:

Monthly credits: 76h32
Hourly rate: \$34.90

Business days: 22
Days in month: 31
Days you worked: 20

$\$34.90 \text{ times the credits (76h32)} = \$2,671.01$

Divide by number of business days in month: $\$2,671.01 / 22 = \$121.41 \text{ daily rate}$ $\$121.41 \text{ times}$
20 days worked = $\$2,428.20 \text{ monthly income before taxes and deductions.}$

- **Option 2** > Average of last consecutive 12 months of insurable earnings (does not include expenses). The same calculation as above applies (monthly credits are the average of your last 12 months), keeping in mind the business days and number of days actually worked. It is up to you to make the calculation and decide which method is more advantageous.

An employee working less than full time will be paid on a prorated basis. (C.A. 10.04.02.04.02)

Working assignments will be eight and one half hours per day which includes a half hour unpaid meal period and two 15 minute breaks. (for a total of 42.5 hours/week if working 5 days)

If upon commencement of Alt/Mat work you have remaining days in your sick bank, these will be available to you during the term of your ground assignment.

Statutory Holidays which occur during your Alternate work term will be removed from your vacation allotment. If however, you work on the holiday, you may coordinate with your manager for a different day off during the assignment. Statutory Holidays that fall during the Mat/Child Care LOA are also removed from your vacation allotment unless you are on the payroll 15 days prior to the holiday.

*See the AIR CANADA maternity document for sick days, Doctor's appointments and vacation.

From Here to Maternity

Employment Insurance (EI) and maternity, parental benefits

Eligibility:

- Maternity and parental leaves are available to employees who have completed six consecutive months of continuous employment with their employer.
- You must have accumulated 600 insured hours in the last 52 weeks or since your last claim. Based on our particular pay system, it was agreed that to calculate our hours applied towards EI, the Company would report cabin personnel monthly flying credits multiplied by 2 (LOU 41).

Special Assignment ground duties (other than Maternity/Alternate) will be credited at 5 hours per calendar day worked in the block month. Maternity/Alternate assignments will be credited as per the actual hours worked.

Apply for a “My Service Canada Account” on-line at www.servicecanada.gc.ca or in person at your Service Canada Centre. This website is very user friendly and has all the information and documents needed to apply. This website also makes it very easy to verify your information and payments. You may call 1-800-206-7218 for assistance.

Air Canada usually submits your Record of Employment (ROE) electronically which means you do not need to request a paper copy. On the same day your employer sends the ROE, you will be able to view and print copies using your “My Service Canada Account”.

You are entitled to 17 weeks of Maternity Leave and 37 weeks of Parental Leave for time off purposes, but you will only receive a combined maximum of 50 weeks of payable benefits (due to waiting periods).

Maternity benefits are payable to the birth mother or surrogate mother for a maximum of 15 weeks. The mother can start collecting maternity benefits either up to 8 weeks **before** she is expected to give birth or at the week she gives birth (10 weeks including a 2 week unpaid waiting period). Maternity benefits can be collected **within** 17 weeks of the actual or expected week of birth, whichever is later.

Parental benefits are payable either to the biological or adoptive parents while they are caring for a new-born or an adopted child, up to a maximum of 35 weeks. Parental benefits can be claimed by one parent or shared between the two partners but will not exceed a combined maximum of 35 weeks.

From Here to Maternity

Maternity, Parental, Compassionate Care and Sickness benefits are special EI benefits. You could be eligible to receive up to 15 weeks of EI sick benefits, in addition to maternity and parental benefits, for a total of 65 weeks of combined special benefits.

The basic rate is 55% of your average insured earnings up to a yearly maximum insurable amount of \$43,200. This means that you can receive a maximum payment of \$457.00/week. Your EI payment is a taxable income (taxes will be deducted if applicable).

Be aware of EI specifications in your region.

For members residing in Quebec and paying Quebec Provincial tax:

Additional income replacement up to 70%, and up to 5 weeks in benefits exclusively for the father effective the day the child is born.

Parents Sharing Benefits:

Quebec Parental Insurance Plan (QPIP) and Employment Insurance (EI) offer parents the opportunity to share parental benefits. In most instances, both parents will receive benefits from the same program - either EI or QPIP. In a few cases, when parents don't reside in the same province when the first claim for benefits is made for a birth or adoption, the parents will have to apply for benefits from different programs. Parents who wish to share benefits must decide how benefits will be shared when the first parent files a claim for parental or adoption benefits. If the claim is filed in Quebec, the person should contact the Ministry of Employment and Social Solidarity of Quebec (MESSQ). If the claim is filed outside Quebec, Service Canada should be contacted.

If the parents cannot decide how to share benefits when a claim is filed, the parent residing in Quebec will contact MESSQ and the other parent residing outside of Quebec will contact [Service Canada](#). A formula, agreed upon by the Governments of Quebec and Canada, is in place to divide the weeks between the parents.

Place of Residence, Place of Work, and Mobility:

If you are moving to Quebec and are currently receiving EI maternity or parental benefits, you will continue to receive benefits from EI.

From Here to Maternity

If you are moving out of Quebec and are currently receiving Quebec Parental Insurance Plan (QPIP) benefits, you will continue to receive QPIP benefits.

If you work in Quebec but live in another province, you will not be eligible for QPIP. The EI program will continue to apply to you.

If you live in Quebec but work in another province, QPIP will be the benefit plan you will use.

For more information, please call **1-800 206-7218** from 8:30 am to 4:30 pm and press "0" to speak to a representative. You can also visit a [Service Canada Centre](#) nearest you.

Benefits and Income Tax:

Like Employment Insurance (EI), Quebec Parental Insurance Plan (QPIP) benefits are considered taxable income and will be withheld at the source. To learn more about the tax implications of the Quebec benefit please consult the [Canada Revenue Agency](#) and [Revenue Quebec](#).

Maternity Leave Top-Up

Starting March 1 2008, we have become entitled to maternity top-up from our Wage Indemnity Plan (WIP). The top-up will be above and beyond your EI benefits, to 60% of your "pre-disability" earnings (average of your last 3 months on the payroll).

A copy of the form is attached at the end of this document, and it is also available on the Component website at www.accomponent.ca. To find it, click on the WIP tab. The form is called "MAT adhoc form". The information on where to send your claim can be found on the form.

Top-up will be for 6 weeks in the event of a vaginal birth and 8 weeks for a caesarean birth. Please note that there is a 2 week waiting period included in both the 6 and 8 week timeframes. You have 45 days from the birth of your child to apply for top-up.

To calculate approximately how much you will be entitled to, you must take your last 3 months of gross earnings and work out an average. Calculate 60% of that amount. Then calculate the difference of that amount and the monthly amount you will get on EI and you should have your top-up. (Remember: EI benefits are a taxable income but the top-up is not taxable.) Contact Manion, Wilkins for more information.

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EARNINGS means your average regular remuneration received for the last three months available at the time of book off as provided by the employer or in this case the commencement of your MAT LOA.

Calculation Formula:

Earnings are calculated at 60% -

Example	Jan 2010	\$2500.00
	Feb 2010	\$2750.00
	Mar 2010	\$2250.00
Total A:		\$7500.00

Total A is then divided by 13 weeks (average number of weeks in a 3 month period)

	\$7500.00
	- 13
Total B	576.92

Total B is then multiplied by 60% in order to arrive at a weekly benefit rate.

	\$576.92
	x 0.60
Total C	\$346.15

Total C is then rounded off to the nearest dollar – The weekly benefit rate for this claim is \$347.00

Note: all MAT LOA TOP UP's are subject to SSQ Policy Provisions.

For example if a member takes an early MAT LOA prior to the birth of her child and does not pre pay her WIP premiums, they would not be entitled to the Top Up.

It is the responsibility of each member to complete and return the applicable EI stubs or website payment history to our plan administrator in order to receive the payments. You will receive the money after they receive this information. If you send them all together, you may receive a lump sum.

Manion, Wilkins & Associates Ltd
626 – 21 Four Seasons Place
Etobicoke, Ontario M9B 0A5
1-800-663-7849

From Here to Maternity

When your Maternity Leave begins

You must advise the Company of the approximate date that you are planning to take your Maternity leave. When that time comes, it is your responsibility to return your M.O.T. card (RAIC) and your parking pass. Your M.O.T. card is the property of the GTAA and should only be used when working.

The parking pass is also property of the GTAA and Air Canada pays a monthly fee for each employee to use the parking facility. When you are away from work for more than 30 days (this does not apply to vacation), the Company should not be expected to pay for your parking permit. Make a photocopy of these cards and have the person who takes them from you date & sign it as proof of you returning them to avoid having to pay a fine.

If you are registered for payroll deductions for personal insurance with Morris & Mackenzie you will need to call them to make alternate arrangements at 1-800-363-0960.

What benefits continue while on Maternity Leave?

Air Canada has a document called "Special Leave of Absence Terms and Conditions" as well as the "Personal Leave of Absence Terms and Conditions" document. You should consult these documents as they explain everything that affects you from vacation to pension plan and benefits. You can find it on GLOBE > Tools and References > Crew Scheduling and Planning > Leave of Absence Program Information. For any clarification, please contact the Planning Department at 1-888-676-2224.

Some items are different for Maternity leave vs. a Special leave or Personal leave.

On Maternity/Child Care leave of absence, certain items in our benefit program continue to be covered by the company:

- >Basic group life insurance
- >Supplementary health plan
- >Dental plan

Please note, if you request an extended leave of absence, the coverage ends after 12 months unless you prepay for the extension.

For items such as the following, coverage may be continued up to a maximum of 12 months only by prepayment of premiums:

- >Accidental death and dismemberment insurance
- >Supplementary life insurance

From Here to Maternity

A glimpse of what our Health Care benefits provide

After an annual deductible of either \$10.00 per person or up to \$20.00 per family:

>100% reimbursement:

- Hospital expenses for semi-private room
- Convalescent care in semi-private accommodation
- Certain drugs available by prescription (ex. Contraceptives)
- Professional ambulance services

>90% reimbursement:

- Hospital expenses for a private room that exceed the semiprivate room rate.

There is no maximum duration per hospital stay. Coverage is provided for an unlimited number of days, subject to the **lifetime maximum** reimbursement of \$50,000. (Note: \$2,000 is topped up yearly, but it is not cumulative).

There are restrictions on what is covered*. For example, pregnancy tests, infertility treatments, vitamins and supplements, infant formula and infant foods, or drugs readily available over the counter may not be reimbursed.

*Please visit "Claim Secure" on the AC Aeronet for the "Wellness and Benefit" booklet.
(My HR => ClaimSecure e-Profile => sign in)

Wage Indemnity Program (WIP)

Coverage may be continued by pre-payment of premiums no later than forty-five (45) days after the commencement of your Leave of Absence by contacting the office of Manion, Wilkins & Associates Ltd at 1-866-532-8999. You must consider this seriously and calculate whether the risk outweighs the cost. WIP is insurance. If you pre-pay and you become sick or injured and are unable to return to work, you will be covered by WIP commencing the day of your scheduled return to work. If you do not pre-pay, in order to be eligible to apply for WIP benefits you will have to operate one flight or, as per the Policy, be on **ACTIVE WORK, ACTIVELY AT WORK**, which means the performance of the regular duties of your own occupation for one flight or shift if on special assignment, union officer duties, or one day of reserve duty. It does not include training mandated by the Ministry of Transport or the employer, or while on vacation. You must understand that if you do not pre-pay, and something were to happen that prevents you from coming back to work when your Mat leave has come to an end, your EI benefits would run out and you would not be eligible for WIP income. If you do choose to pre-pay, the monthly contribution is 2.98% of your last three months earnings. On a Leave of Absence, you must also pay the employer's portion which is

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1.07% for a total of 4.05%. These premiums also attract a Provincial Tax if you live in Ontario (8%), or Quebec (9%). You can prepay for the duration of your Maternity/Child Care leave and up to 24 months.

Breastfeeding Accommodation

It is a Health Canada recommendation that infants be breastfed exclusively for the first six months of life, and then in combination with nutrient-rich solid foods for up to two years and beyond.

If you are breastfeeding your child, and are not able to fly while breastfeeding your child, you can request accommodation from your Base Manager. The Canadian Human Rights Tribunal has recognized that you should not have to choose between your job and breastfeeding your child. Under the *Canadian Human Rights Act*, Flight Attendants who are breastfeeding have to be accommodated by Air Canada, and accommodated to the point of “undue hardship”.

A suitable accommodation could be a ground work position that allows you to breastfeed, or a leave of absence to continue breastfeeding. Both of these options are explained below.

Ground Position:

It is the Union’s position that a ground work position to accommodate breastfeeding should be paid similarly to a maternity/alternative work position. However, a ground work position is not always available.

Breastfeeding Leave of Absence:

A leave of absence for breastfeeding is not subject to operational requirements as breastfeeding accommodation is a protected legal right, and not at the discretion of the Company. If you are on a leave of absence for breastfeeding, the Union’s position is that you should accrue seniority and service while on this leave, with the ability to buy-back your pension. For the present time, the Company’s position is that you do not accrue service while on this leave.

It is very important for you to be aware that the above explanations are simply the opinions and beliefs of the Union, and not a guarantee of what can be achieved, legally.

If Air Canada does not adequately accommodate you, please consult your Local Union Office to file a grievance without delay.

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When you come back to work

You should start planning your return to work at least one month prior to the end of your Parental Leave.

>M.O.T. pass (RAIC card): You must make an appointment to be given your old pass (if it is still valid) or apply for a new one (if it is expired or soon to be).

Montreal: Aéroports de Montreal (ADM)
975 Romeo Vachon North
Terminal Building, Room 201, Dorval, QC
Tel: 514-633-3433

Toronto: GTAA Pass/Permit Control Office
3015 Convair Drive, Toronto, ON
Tel: 416-776-PASS(7277)
Email: pass.permits@gtaa.com
Link: www.gtaa.com
(go to tab GTAA Corporate > Safety & Security > Pass/Permit Control Office)

Vancouver: Vancouver Airport Authority (YVR)
Vancouver International Airport
3211 Grant McConachie Way, Richmond, BC
Tel: 604-276-6177

Calgary: Calgary Airport Authority
Calgary International Airport
2000 Airport Rd. N.E., Calgary, AB
Tel: 403-735-1320

>Air Canada Occupational Health: You must make an appointment with the Air Canada Doctor.

Montreal: AC Occupational Health Clinic
Headquarters, Building 2
7373 Cote Vertu W., 3rd Floor
Ville St-Laurent, QC
Tel: 514-422-7974 (Mon. to Fri. 8:00 to 16:00)
Please call for an appointment

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Toronto: AC Medical Clinic (Vista)
5500 Silverdart Dr, Section F, 3rd floor
Toronto, Ontario
Tel: 905-676-2400 (Mon. to Fri. 8:00 to 16:00)

Vancouver: AC Occupational Health Clinic
6001 Grant McConachie Way
Air Canada operations Centre
West Entrance, Main Floor, Richmond, BC
Tel: 604-276-4839 (8:00 to 16:00)

Calgary: WellPoint
www.wellpointhealth.ca
Tel: 403-250-5510 (Mon. to Fri. 8:00 to 16:00)

*Blood tests should only be done on women returning to work within 8 months after birth. (This was won by the Union in grievance "CHQ-06-36 Medical Clearance")

>Planning: You must contact Air Canada Planning to inform them of the date that you will be returning to work (regardless if you come back at the beginning, the middle or the end of the month). This is important to you for bidding purposes. Contact must be made prior to the end of the bidding period if you want to have access to bid for the next month otherwise you will be assigned a reserve block. (Medical substantiation should be faxed to 514-422-7989)

>Training: Re-qualification Training is required for any crew member returning to work following an absence during which qualifications lapsed.

You are responsible for booking your training in order to be qualified to fly otherwise a date will be assigned to you. Please note that there are limited dates for Re-Entry and Special Initial programs. You can do so by contacting Planning or by online registration on the AC Portal. Go to **My Toolbox**, click on **Access HR Peoplesoft 8.9**, sign in then go to **self-service** on the left and select **Request Training Enrollment**.

Based on the amount of time since the last Annual Training & Examinations (AT&E), the crew member shall complete:

>13 to 24 months since last AT&E =

Re-entry program (re-qualification: 2 days, AT&E: 2days, First-Aid: half day)

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>24 to 36 months since last AT&E =

- Three continuous years of experience with Air Canada = Re-entry program (re-qualification: 2 days, AT&E: 2 days, First-Aid: half day, line indoctrination: varies)
- Less than three continuous years of experience with Air Canada = Special Initial Program (Initial training: 3 weeks, line indoctrination: varies)

>36 months or more since last AT&E =

- Special Initial Program (Initial training: 3 weeks, line indoctrination: varies)

This is outlined in section 2.4 of our 356 Manual.

You are responsible to have up-to-date manuals* for your training and any workbooks that need to be completed. You can find more information about transmittals in the Communication Center or on Epub. You can also get the Leading Edge workbook at the Communication Center. Remember, you also need to acknowledge the transmittals on Epub to be considered up-to-date.

*It may be possible for you to request entirely new manuals, however, there is a charge for this. Inquire at the Communication Center or with your Manager Cabin Crew Performance.

Register your baby's birth

You can use the "Newborn Registration Service" on the Service Canada website (<http://www.servicecanada.gc.ca/eng/sin/apply/newborn.shtml>) to complete your child's birth registration and apply for your child's:

- Social Insurance Number (SIN card)
- Birth Certificate
- Health card
- RESP (registered educational savings plan)
- Canada Child Tax Benefit
- Universal Child Care Benefit

Include your child in the Air Canada family

You may now include your child in your social benefits, your travel privileges, and your insurance.

- Benefits: Visit Claim Secure through the AC Portal (My HR tab) or contact Employee Services at 1-877-645-5000

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- Travel privileges: You must complete form ACF420m, which can be found on the Portal under "All forms", and return it to the Company by co-mail to "Employee Services - YUL 1400". You will need to include a copy of your child's birth certificate.
- Insurance: If you would like to add your child or change your beneficiary for your basic life insurance, you can do so by filling out form ACF-852 and returning it to employee services. Contact e-services at 1-877-645-5000 or eservices@aircanada.ca for any questions that you may have.

Who to Contact

Please contact Employee Services for any questions that you may have regarding:

- Pay cheque queries → contact employee services at eservices@aircanada.ca or at 1-877-645-5000 or Records at 1-888-676-2224
- WIP → Manion, Wilkins & Associates at 1-800-663-7849
- Direct deposit → contact employee services at eservices@aircanada.ca or at 1-877-645-5000
- Benefits → contact Claimsecure at acinfo@claimsecure.com or at 1-888-982-7878
- Pension (retirement process, pension estimates, annual pension statement, defined benefit plan, defined contribution plan) → contact Mercer at 1-877-645-5000 or online through AC Aeronet > my HR > My Pension > Information & Tools > Defined Benefit
- Leave of Absence → contact Employee Services at eservices@aircanada.ca or at 1-877-645-500 or contact Planning at 1-888-676-2224
- Aeronet, my HR, password reset → contact the IBM Help Desk at 1-866-274-5444 or 514-422-4357
- HR services (training registration, employee travel and I.D. card, job posting and recruiting, HR advice and counseling, reporting a death) → contact Planning at 1-888-676-2224 or employee services at eservices@aircanada.ca or 1-877-645-5000
- HR services (employee verification letter) → contact employee services at eservices@aircanada.ca or 1-877-645-5000. This request is also available through AC Aeronet > My Travel > Automated Letter of Employment.

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AIR CANADA COMPONENT OF CUPE WAGE INDEMNITY PLAN

Maternity Leave Top-Up - Statement of Claim

SECTION 1 - TO BE COMPLETED BY THE CLAIMANT <i>(please print)</i>			
NAME (Last)		(First)	
ADDRESS (Number, Street, City, Province)			POSTAL CODE
E-MAIL: _____	YOUR DATE OF BIRTH		AIR CANADA EMPLOYEE NUMBER
CELL #: _____	Day	Month	Year
HOME PHONE #: _____		BASE: _____	
LAST DATE WORKED: _____ <i>Year/Month/Day</i>		DATE OF HIRE: _____ <i>Year/Month/Day</i>	
DATE MATERNITY LEAVE BEGAN: _____ <i>Year/Month/Day</i>		DATE OF HIRE: _____ <i>Year/Month/Day</i>	
SECTION 2 - EARNINGS INFORMATION TO BE OBTAINED BY MANION WILKINS & ASSOCIATES			
Previous 3 months gross earnings available at the beginning of the Maternity Leave of Absence:			
1. _____ <i>Year/Month</i>	2. _____ <i>Year/Month</i>	3. _____ <i>Year/Month</i>	
SECTION 3 - ATTENDING PHYSICIAN'S STATEMENT <i>(please print)</i>			
1. Diagnosis of present condition			
2. a) Date of delivery: <i>(year/month/day)</i>			
<input type="checkbox"/> Vaginal birth <input type="checkbox"/> Caesarean birth			
3. a) To the best of your knowledge, indicate period patient has been unable to work at own occupation as a result of present condition.			
From: <i>(Year/month/day)</i>		To: <i>(Year/Month/Day)</i>	
4. Remarks - Please provide comments and further details which you feel would be helpful.			
Name of attending physician (please print)		Specialty	Telephone no. ()
Address (number, street, city, province, postal code)			
Signature		Date (day, month, year)	
SECTION 4 - PATIENT AUTHORIZATION			
I hereby certify that the above statements are true, accurate and complete to the best of my knowledge and belief. I understand that Manion, Wilkins & Associates Ltd. will use the information provided by me on this claim form strictly to process my claim. I hereby authorize my employer, any licensed physicians or other health professionals, any medical facility, any insurance company or government body, and any other person or institution to release relevant information to Manion, Wilkins & Associates Ltd. solely for the purpose of processing this claim. A photocopy of this release shall be as valid as the original.			
_____		_____	
Signature		Date <i>(Year/Month/Day)</i>	
ONCE COMPLETED, PLEASE FORWARD TO THE OFFICE OF THE ADMINISTRATOR :			
<u>IN ORDER TO PROCESS YOUR CLAIM WE ALSO REQUIRE COPIES OF YOUR EI STUBS FOR THE PERIOD BEING CLAIMED. PLEASE SUBMIT WITH THIS CLAIM FORM.</u>		MANION, WILKINS & ASSOCIATES 626 - 21 FOUR SEASON'S PLACE ETOBICOKE, ON M9B 0A9 Phone: 1-800-663-7849 / (416) 234-3513 Fax: (416) 234-0127	