From Here to Maternity

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

Updated September 2026.
Along with this handbook, please contact your CUPE Local for further assistance.

This document was provided to you on behalf of Air Canada Component of CUPE as a guide and is without prejudice or precedent. If there is any variance between this document and the Collective Agreement or any applicable legislation or policies, the Collective Agreement, legislation and policies will take precedence. The Union reserves the right to change, add, delete, and correct errors and omissions without notice. If you are aware of any errors or omissions, please contact us at contact@accomponent.ca.

IMPORTANT NOTE: Most of the information in this document pertains to MAINLINE MEMBERS ONLY. We have included differences for Rouge members to assist our Rouge colleagues. If you require more information, please contact your Rouge Local Office.

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Zika virus affected areas

You may request accommodation from the company in the form of reassignment of any duties that would take you to an area listed as a Zika risk according to the Centers for Disease Control (CDC). The partner of a woman who is trying to get pregnant can also request this accommodation as Zika has been confirmed to also be sexually transmitted.

To do this, contact crew scheduling with your request and follow up with your manager to provide a statement of your intent.

This accommodation is available while you are trying to conceive and throughout your pregnancy. You will need to verify that this restriction has been removed, or request to have it removed, upon your return to open up your flying profile.

Cosmic Radiation (PC Aire)

You may elect to continue working while pregnant but should contact Air Canada Occupational Health Services or your medical doctor at the beginning of the pregnancy for an assessment since there are potential health risks related to flying while pregnant, including exposure of the fetus to Cosmic Radiation. It is recommended that pregnant women be exposed to no more than 1 mSv of radiation over the course of their pregnancy; at this level of exposure, no observable health effects are expected.

You can monitor your individual exposure level by using the cosmic radiation dose management system powered by PCAire© Inc. This system can be accessed via aircanada.pcaire.com or via ACaeronet under *My Safety > PCAire*. Please use your ACaeronet username. If you have never logged in before, your password will consist of your day and year of birth (e.g., employee's password born on May 2, 1980 is 021980). As soon as you access the system, you will be able to change the password to one of your choosing. The result report may take approximately more than 2 months to process.

I think I'm pregnant

MAINLINE: If you think you are pregnant, but it is too early to confirm, 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. At the time that you suspect you may be pregnant, you should call Crew Scheduling (book-off line) and book-off.

You will be asked the reason for the book off and you must advise them it's because you think you are pregnant. They will email your manager, Crew Planning and Employee Engagement. You will receive an offer of alternate work within 24 hours via your Air Canada email, weekends included. In order to be pay protected for pairings missed while you are waiting for confirmation of pregnancy you must work on the ground on the days you were scheduled to fly.

Once you have received confirmation of pregnancy you must provide a medical note to the Coordinator Employee Engagement Specialist in your region:

YYZ	YUL	YYC & YVR
Sarah Belardi sarah.belardi@aircanada.ca Tiffany Leonardo tiffany.leonardo@aircanada.ca	Sarliji Atputharajah sarliji.atputharajah@aircanada.ca	Jin Victoria Pinon jinvictoria.pinon@aircanada.ca

If you subsequently learn that you are not pregnant you are still pay protected for the alternate work you performed.

ROUGE: If you think you are pregnant, but it is too early to confirm, and you have concerns about flying, contact your supervisor and request an accommodation. If you choose to be accommodated via alternate work, see below for details.

If you think you are pregnant and feel too sick to work

Book off due to illness. You are not required to advise crew scheduling that you think you are pregnant. If it is confirmed that you are pregnant, stay booked off until you are well.

MAINLINE: You must apply for WIP if you remain booked off for more than 7 days.

ROUGE: You must apply for Short Term Disability with Canada Life if you remain booked off for more than 7 days.

When you are well you can book on and continue to fly as long as you are fit as per the Company policy. If you do not wish to fly, you can request alternate work on the ground (please see processes outlined below).

Maternity Uniform

MAINLINE: Contact your manager to request authorization to access the maternity uniform ordering section of Unisync's website. There are two options for maternity wear. A dress or a tunic and pants combination, and you are entitled to have both. Currently, the only "free" piece of the maternity uniform is the tunic. The maternity top is considered a shirt and part of your free allotment for the year. If you have already exceeded this maximum the maternity top will be full price. The maternity pants and dress are also full price. You will continue to be required to wear a jacket as per ePub standards (in the airport, for boarding, taxi, takeoff/landing and fire fighting) if you continue to fly.

If you're electing to work on the ground during pregnancy, please speak to your manager regarding requirements to wear uniform. Please note that you will not receive the dry cleaning or footwear allowance if you are not wearing your uniform to work (for example if you're working at the corporate office in YUL and wearing business clothes).

ROUGE: You will be permitted to order a maternity dress or pants, which can be ordered by contacting Kathy Troy (kathy.troy@aircanada.ca).

I'm pregnant and I want to keep flying

You may elect to continue working while pregnant but Air Canada Occupational Health Services warns that they regard this as unwise and advise against it.

If a pregnant Flight Attendant continues working, the same standards will be applied to them as to all cabin crew. Pregnant cabin crew will be placed on compulsory maternity leave, at any time, if they cannot meet the requirements of the job (Pub 356 2.15.3 for Mainline; Pub 123 2.1.5.7 for Rouge).

If you decide to keep flying you can choose when to inform the company of your pregnancy unless you require any accommodation (avoiding Zika virus areas, maternity uniform, etc.) until you are ready to request your maternity leave. You must, however, be grounded at 36 weeks gestation.

When you decide to inform the company that you are pregnant, you will be requested to provide a note from a doctor or midwife confirming your pregnancy and your estimated due date. As per the Collective Agreement (10.04.02 for Mainline; L55.16.04.02 for Rouge) you *may* also be asked to submit a note from your doctor/midwife confirming you are fit to fly every two weeks commencing in the 20th week of your pregnancy.

I'm pregnant and want alternate work

You must provide a note from a doctor or midwife confirming your pregnancy and your estimated due date. The company will provide accommodation, short of undue hardship, to employees with medically validated pregnancy complications through groundwork (10.04.02.01 for Mainline, L55.16.04.03 for Rouge).

MAINLINE: At all bases you will be required to fill out the "Alternate Maternity Work Application". Air Canada wants your personal resumé because groundwork is not limited to the IFS department, and they need to match your skills to departments in need. Speak to your manager to see if this applies to you.

You may choose, before starting ground duty, the number of days you wish to work up to a maximum of five days a week, provided such accommodation is available (Collective Agreement 10.04.02.02).

Flight Attendants working a full time (40 paid hours/week) maternity alternate 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 (75hrs) would be your monthly credits. If your seniority permits you to hold blocks, you would use your blocked credits.

Calculate as follows > (hourly rate times monthly credits) divided by number of business days = your daily rate

For example:

Monthly credits: 78h30 Business days in a month: 21
Hourly rate: $36.70 Days in month: 31
Days you worked: 20

Calculate: $36.70 x 78h30 = $2,880.95
$2,880.95 / 21 = $137.19
Your daily rate is $137.19
$137.19 x 20 (the number of days worked) = $2,743.80.
In this case your monthly income before taxes and deductions would be $2,743.80.
Please remember you do not get expenses while working on the ground

Option 2 > Average of last consecutive 12 months of insurable earnings > does not include expenses. This option is advantageous if you have worked VE a lot in the past year or if you normally hold reserve blocks.

The same calculation as above applies, but instead the monthly credits are the average of your last 12 months worked.

It is up to you to do the calculations and decide which option is more preferable for you.

An employee working less than full time will be paid on a prorated basis (Collective Agreement 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 paid 15-minute breaks (for a total of 42.5 hours/week if working 5 days).

If upon commencement of maternity alternate 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 maternity 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 day off in lieu during the assignment period.

ROUGE: Contact your supervisor to arrange alternate duties. If you are informed that none are available, contact your local union office.

Flight Attendants working full time (40 hours per week) shall be paid the average of their past twelve (12) months of flying credits (L55.16.04.05.01). Employees working less than full time shall be paid on a prorated basis (L55.16.04.05.02). Your monthly average hours will be calculated at the beginning of your alternate duties and will stay the same for the duration.

The pay cycle will remain the same (advance on or before the 1st of the month, and remainder on the 17th), and your pay progression will continue while on alternate duties. You are entitled to your contractual sick hours while on alternate duties.

Crew Planning needs to be made aware of the dates of your alternate duties in order to plan your vacation time. They will advise you of any vacation and statutory days that need to be taken during your alternate duties, before your leave begins. If you work a statutory holiday on alternate duties, you should receive a vacation day in lieu.

I'm pregnant and am medically unable to work

If your care provider has decided that you cannot work at all (neither flying nor groundwork) you will start the process by booking off. You will remain booked off for 7 days (your qualifying period) and on day 8 you must apply for WIP (**Mainline**) or Short-Term Disability (**Rouge**). The initial 7 days you are considered booked off will be company paid if you have enough sick days. If you do not have enough sick days, it will be unpaid.

QUEBEC RESIDENTS: CNESST's preventive withdrawal (arrêt préventif) does not apply to us because we are federally regulated, henceforth, this reason cannot be applied for WIP.

WIP will only accept a work stoppage because of complications to the pregnancy and not simply because of being pregnant. Therefore, the claim under such reason will be considered unjustified.

MAINLINE: You can request the WIP forms from your local office or find them online at accomponent.ca. You must complete them with the physician's information (which must be done within the 7-day qualifying period). The form needs to be submitted within 30 days of your commencement of WIP otherwise you will not be covered. You can email the form to acclaims@manionwilkins.com or you can fax it in or mail it to the contacts listed on the form.

Benefits are calculated at a weekly rate of 60% of the last three months earnings available at the time of book off as provided by Air Canada.

For example:

Three months wages:

January 2017 - $3500
February 2017 - $3750
March 2017 - $3200
Total A: $10450

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

Total B: $10450/13 = $803.85

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

Total C: $803.85 x 0.60 = $482.31

Total C is then rounded up to the nearest dollar.

The weekly benefit rate for this claim is $483.00.

ROUGE: Management will reach out to you with the forms to apply for Short Term Disability once you have been booked off for 7 days. You will need to have these forms filled out by a physician. Consult the benefits booklet on aeronet for details about Short Term Disability benefits.

I'm pregnant and want to take an unpaid leave of absence

Bear in mind that an unpaid leave may affect the amount of your EI maternity and parental benefits.

MAINLINE: You must provide a note from a doctor or midwife confirming your pregnancy and your estimated due date. You can then inform your manager of the dates you desire to commence the leave of absence without pay, and request this through eLeaves. At this time, this type of LOA is considered a Personal Leave of Absence which means your service date will be affected, you will not be able to contribute to your pension plan and you will have to pre-pay your benefit coverage. Make arrangements for benefit coverage, including WIP prepayment (see further in document). Be aware that the extension of most benefits is for a period of twelve months only.

ROUGE: Contact your supervisor, providing a note from a doctor or midwife confirming your pregnancy and your estimated due date, and inform them that you would like to take an unpaid leave, specifying the duration.

When you stop working

Whenever you decide to stop working, it is important to remember that you will be required to return your RAIC, your airport parking pass and your iPad (Mainline service director) to the company for the duration of your leave. This is applicable to all leaves greater than 30 days. Make arrangements with your manager as each base will have a different procedure for this return. You will be required to reactivate your RAIC, parking pass and get a new iPad prior to your return. Check the appropriate section later in this document for more information.

Applying for maternity leave, parental leave, and EI

Note: CUPE representatives are not trained in Employment Insurance policies and procedures, nor do we officially receive updates from the Government on changes to this program, therefore any and all questions you have regarding this government benefit program should be directed to Service Canada representatives. The information in this section is only meant to provide estimates and guidance for members applying for EI.

For all employees except Québec residents:

You are entitled to 17 weeks of Maternity Leave and up to 63 weeks of Parental Leave but note that federal regulations only allow for a maximum duration of 78 weeks.

Maternity leave is only applicable to employees who gave birth and cannot be shared between parents. The person who gave birth may also be entitled to parental leave. In the case of a termination of pregnancy, the person would only be entitled to maternity leave.

Parental leave is applicable to natural or adoptive parents. Both parents are entitled to combined parental leave of up to 63 weeks. Parents have the option of taking their parental leave at the same time, or one after the other, as long as the total combined parental leave does not exceed 63 weeks. Remember that the 78-week combined maternity and parental leave limitation applies.

Employment insurance benefits have a waiting period of one week prior to receiving payments. For example, if you claim a total of 52 weeks of combined benefits, you will only receive 51 weeks of payment. You must apply for your leaves through eLeaves. Log on to HR Connex, then search for the eLeaves application. You will have to submit separate LOA requests for each type of leave.

Apply for Maternity leave by selecting “maternity leave”. Maternity leave is a maximum of 17 weeks. Select the date you wish to begin your leave and allow the program to calculate the latest end date. Keep in mind you can only begin maternity leave a maximum of 13 weeks prior to your due date, but it must also begin at the latest on the day you deliver. For example, if you originally requested your maternity leave to begin August 1, but your baby comes early on July 20, you must return to the eLeaves program and modify your dates.

Next, apply for parental leave. Parental leave is the remaining 63 weeks allotted by the government. Parental leave can be taken at any time during the 78-week period immediately after the birth of the child or the date the child comes into your care. To apply for parental leave, indicate the first day of leave as the next day following your maternity leave (if applicable). The program can calculate your latest end date, but you can modify this to end earlier if you like. If both parents are Air Canada employees, and both wish to take the leave, the 63-week parental leave must be shared. This means that yes, you can both take the same time off, but no more than 63 weeks will be approved between the two parents per birth/adoption. You must also submit an application for maternity leave EI through the Government of Canada in order to be paid. Submit an application online through www.canada.ca > home > benefits > employment insurance benefits > ei maternity and parental benefits – overview. Please be aware that your application with Service Canada **must** be made within four weeks of your leave commencing, or you may no longer be eligible to receive benefits.

For Québec residents:

The process of applying for your maternity, paternity and parental leaves with Air Canada remains the same. Please note, you are entitled to 78 weeks of pay but depending on the type of plan chosen, you will be paid accordingly. When you apply for benefits under the Québec Parental Insurance Plan, you must choose between two options, the basic plan or the special plan. This choice will determine the length of leave and the percentage replacement of your income.

It is possible to receive lower benefits for a longer period (basic plan) or higher benefits for a shorter period (special plan).

The choice of plan is determined by the first of the two parents to receive benefits, which binds the other parent, even in cases of shared custody. Once you have begun receiving your benefits, you can no longer change plans. The choice of plan is irrevocable and applies for the entire duration of the benefit period.

When applying for leaves through Hr Connex > eHR Kiosk > eLeaves, you must apply for maternity and parental leave in separate requests. Maternity leave has a duration choice of 15 weeks or 18 weeks, while parental leave has a duration choice of 25 weeks or 32 weeks with an additional 28 weeks leave without indemnities but still covered under parental leave.

Find out more information by clicking here: https://www.rqap.gouv.qc.ca/en

You must create a clicSÉQUR account and apply for your QPIP benefits. Go to http://www.rqap.gouv.qc.ca and follow the benefits application links through the online services section. Also note that there is additional income replacement of up to 70% and up to 5 weeks in benefits exclusively for the father (or non birthing parent) effective the day the child is born.

Insurable hours for EI purposes:

Based on our particular pay system, it was agreed (LOU 41 for Mainline; L55.29 for Rouge) that to calculate our hours applied towards EI, the company would report cabin personnel monthly flying credits multiplied by 2. For example, if you fly 80 hours in a month, Air Canada would report your insurable hours as 160 for that month.

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.

MAINLINE: You can see the number of hours Air Canada will credit you on your pay statement under "Hours and Earnings" YTD (Year to Date) Hours. You should consult Service Canada for information on the required number of hours to qualify for EI, as this may change from time to time.

ROUGE: Contact Records and Rouge Crew Pay for the number of insurable hours. You do not need to provide this to Service Canada directly as it will be included on your ROE, but you may feel the need to do so to confirm eligibility, etc.

Air Canada is responsible for submitting your Record of Employment (ROE) to Service Canada, in order for your EI benefits to be calculated. Due to the nature of our pay cycle, this may take some time. Your ROE will only be processed once your final paycheque from Air Canada has been processed as well, so depending on when your leave commences, this may take up to six weeks. DO NOT WAIT FOR THE ROE BEFORE APPLYING FOR EI BENEFITS.

How much will I receive on EI?

Employment insurance benefits are calculated based on the best 23 weeks of income in the 26 weeks immediately preceding your claim. Maternity benefits will be paid at 55% of your average weekly income, and parental benefits will be paid at either 55% (if you are taking 52 weeks or less total leave) or 33% (if you are taking more than one-year total maternity/parental leave).

Please keep in mind that there is a maximum qualifying income of $60,300 as of January 1, 2022. This means that the maximum weekly earnings (55%) while on EI will be $638. So even if you earned $90,000 in the last year, you will only be paid based on the maximum of $60,300.

If your family income does not exceed $25,921, you will be eligible for income support, where your EI benefits can be paid at up to 80%.

Additional EI for Hospitalized Child(ren)

If your child is hospitalized (for example: NICU stay), your eligibility period for maternity or parental benefits could be extended. You may be eligible for other benefits. This could include caregiving benefits if your child becomes critically ill or injured. You must meet the conditions for each benefit. This additional time is anywhere between 26 – 35 weeks, depending on what kind of care your child needs. Please visit the Service Canada website and look for "Caregiving Benefits" for more information.

Maternity top-up pay

MAINLINE ONLY: Your Wage Indemnity Plan (WIP) includes a provision offering disability benefits for the health-related portion of your Maternity Leave of Absence (MATLOA). These benefits will supplement the Maternity Benefits you claim through Employment Insurance following the one (1) week waiting period and will be calculated based on your earnings prior to your MATLOA.

The current 2022 maximum rate for EI weekly benefits is $638 per week. For example, if 60% of your pre-disability earnings were $738 per week, you would then be entitled to claim the difference of $100 per week after a one (1) week waiting period. The benefit period is defined as follows:

6 weeks for a normal delivery (1 week waiting period - 5-week top-up)
8 weeks for a caesarean birth (1 week waiting period - 7-week top-up)

A top-up will be issued based on the following provisions:

1. The WIP benefit is higher than the gross amount of the EI Maternity benefit.
2. Prepayment of benefits for any absences from the payroll of sixteen (16) or more. You must prepay the required premium in full within thirty (30) days in order to be eligible for benefit consideration following the end of any of these periods.
3. If on WIP prior to taking Maternity Leave, pre-payment for top-up is not required.

Québec Parental Insurance Plan – QPIP

For Members in Québec who apply for QPIP and receive benefits, it is doubtful that you will qualify for any top-up from your WIP Plan as QPIP payments are higher and based on 70-75% of your pre-disability earnings, while WIP is at 60%. However, your eligibility can be confirmed by contacting the Plan Administrator or the undersigned once you receive notice of the QPIP applicable rate of pay.

WIP prepayment

MAINLINE ONLY: Prepayment of premiums is required for an absence from the payroll of sixteen (16) or more calendar days. You must prepay the required premium in full within thirty (30) days from the start of your leave in order to be eligible. The same rule applies for MATLOA Top-Up benefit consideration.

For example:

If you start your MATLOA sixteen (16) days prior to the delivery of your baby, you are required to pre-pay your premiums within the thirty (30) days from the start of your leave as noted above to qualify for the MATLOA top-up benefit.

If you worked up to the birth of your child without absence from the payroll, as noted above, no prepayment is required.

If you were booked off and were on, and in receipt of WIP benefits until the delivery date, you are not required to prepay. The same would apply if you were on any other approved program such as WCB/WSIB.

If you booked off sick, and delivered within those fourteen (14) days, no prepayment is required.

PLEASE NOTE: For continued coverage in the event you cannot return to work at the termination of ALL leaves of absences, prepayment of premiums is necessary within 30 days of the commencement of the Leave and can be done by contacting Manion, Wilkins.

The claim form(s) for this benefit can be found on the Air Canada Component of CUPE website, www.accomponent.ca, under WIP (MAT Adhoc Forms). Click on the following link for direct access to this form: http://www.accomponent.ca/en/mat-adhoc-form. It is the responsibility of each member to complete and return the form with the applicable EI stubs to confirm receipt of EI benefits to our Plan Administrator following the birth:

Manion Wilkins & Associates Ltd.
626 – 21 Four Seasons Place
Etobicoke, Ontario M9B 0A5

Midwives and Medical Absence Following Childbirth

SSQ, the insurer has determined that from a claims practice perspective, they will accept documentation from an appropriately registered and certified midwife when approving the medical portion of the maternity leave. The medical portion is for the six (6) weeks after a vaginal delivery only. A Physician (MD) must be involved for a c-section. The rationale here is that the Insurer requires verification that the birth happened, and midwives can provide that for the six (6) week vaginal delivery.

SSQ and the Administrator, Manion, Wilkins will not accept medical from midwives for complicated pregnancies, or anything beyond a six-week medical absence following childbirth. In accordance with the Policy Provisions, members claiming WIP “must see a physician (MD) within the 14-days qualifying period in order to qualify for benefits commencing on the 15th day of your disability”.

Travel privileges while on maternity/parental/breastfeeding leaves

As long as you have six months continuous service prior to your leave, you and your eligible family member(s) are eligible to receive regular travel privileges for the duration of your leave. Keep in mind you will only have access to OAL (zed fares) during maternity/parental leave, not during breastfeeding leave or any personal leaves including the unpaid pregnancy leave of absence.

Once you return to active status from a Company-approved leave full travel privileges (such as OAL and special passes) are reinstated without a waiting period. This includes vacation days prior to doing training.

When booking a flight while on leave you may encounter a pop up asking for a fitness for air travel form. At the bottom of the pop up there will be a check box that you can click to verify that you are not on any type of medical leave and are not required to provide this form.

Benefits while on maternity/parental/breastfeeding leaves

MAINLINE: While on maternity leave and parental leave your ClaimSecure basic group life insurance, supplementary health plan and dental plan benefits should continue without charge. You will be emailed on your Air Canada email account to verify that you wish to continue to receive benefits while on leave. The email will be titled “Benefit Status Advice”. Follow the prompts and select that you wish to continue coverage during your leave. You will be given a monthly premium cost of $0.

During breastfeeding leave or any personal leave, you will be charged if you wish to continue to have coverage. The same email will be sent, and you can follow the prompts to either continue coverage or decline it. Keep in mind that you will have no coverage from ClaimSecure if you decline this. It is your choice to pay for coverage or decline it.

ROUGE: The company will continue to pay for your basic coverage benefits (Canada Life) during your leave. However, you will be responsible for the employee-paid premiums (short term disability, long term disability, and extended coverage if applicable). Benefits will inform you of the amount, and it can be paid by e-transfer.

Include your child in the Air Canada Family

MAINLINE: Please be sure to add your dependents for health and dental coverage and review your benefits coverage. You can do this through ClaimSecure. ClaimSecure policy is that you must add your child to your benefits within 30 days of birth in order to be eligible to receive reimbursements for any claims made from day one of life. If you wait longer to add your child to your benefits, you will only be reimbursed for any claims made after the child has been added (there will be no back pay).

Update your Pension Beneficiary information through HR Connex Pension.

Add your child to your travel profile by filling out Form - Employee Profile and Travel Form - ACF85B. You will need a copy of the child’s birth certificate for this.

ROUGE: In order to add your child to your benefits coverage, obtain the "Group Coverage Change Form" from the Canada Life GroupNet website. Once completed and signed, send the form to benefits@vacv.com to have your coverage updated.

Add your child to your travel profile by scanning and sending your child's birth certificate to benefits@vacv.com.

I want to return from maternity/parental leave early

To change your anticipated return to work date, go on eLeaves and modify the dates. Please be aware that there may be training issues associated with an earlier return to work date. You should also keep in mind that you will want crew planning to be able to give you access to PBS so you can bid for your schedule upon return. It is recommended to plan your return and give as much notice as possible of your return so that it can be a smooth transition.

NOTE: Blood tests should only be performed on women returning to work within 8 months of the birth (this was won by the Union in grievance "CHQ-06-36 Medical Clearance"). You should not be asked to present yourself for a blood test otherwise. If you have any questions or concerns about this, please contact your local office.

How many vacation days do I get?

While on maternity leave you continue to accrue vacation days as per your years of service with the company. You will, however, not accrue any statutory holidays for which you are not an active employee. As per our Collective Agreement, we get ten (10) statutory days per year which are considered part of our vacation days. These statutory days are:

New Year's Day
Good Friday
Victoria Day
Canada Day
Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day
Truth and Reconciliation Day

MAINLINE: For vacation of the current year: You will be allowed to bid vacation while you are on leave. If you do not, it will be assigned. If you wish to ensure that you have vacation immediately upon return from your leave, you need to bid it for a time period during your leave. For example, if your leave ends in July, you should bid your vacation for May. Since May will have passed upon your return, you will automatically be given vacation upon the termination of your leave in July. Conversely, if you do not bid at all, and are assigned vacation in November, you will be obliged to take it in November.

For Outstanding Previous Year Vacation: You will have the choice of taking vacation immediately upon the termination of your leave or be paid out. You will not be allowed to postpone this further. Contact Crew Planning to see which scenario will apply to your unique situation as this is dependent on many factors.

ROUGE: Once Crew Planning is made aware of your maternity and parental leave dates, they will confirm the number of vacation days you will need to reschedule for the current year (the vacation year when your leave begins). These may be taken either immediately before or immediately after your leave. Since you accrue vacation days while on leave, you will also be able to bid for vacation for the upcoming year while you are on your leave.

I want to take a breastfeeding leave

MAINLINE: Breastfeeding leave as we know it is given to us by Air Canada, not any government body, for a maximum of one year. As per our Collective Agreement, we are entitled to six (6) months of "breastfeeding" leave and an additional six (6) months which will be coded as a personal leave.

You can apply for your leave through eLeaves. Log on to HR Connex, then eHR Kiosk. Select "breastfeeding leave" and submit your application. You can request up to 180 days at a time. Following this leave you may request an additional six (6) months of personal leave, up until the child's second birthday. When you submit this leave, write in the notes section that this is a continuation of your breastfeeding leave. Breastfeeding leaves are different from maternity/parental leaves. Benefits, pensions, etc. will be affected. Please read the appropriate sections of this document to help you decide if breastfeeding leave is right for you. Remember that this is not a paid leave.
NOTE: There is no requirement to substantiate a leave for breastfeeding with a doctor's note.

ROUGE: Breastfeeding leaves are not included in LOU55 of the Collective Agreement; however, you may reach out to your supervisor for an accommodation in the form of an unpaid leave. Contact your Local if you encounter any issues.

I want breastfeeding accommodation work

You have the right to continue to breastfeed your child after your maternity/parental leave is over. Due to our unconventional work environment, you may request a breastfeeding leave (see above) or breastfeeding accommodation. Breastfeeding accommodation is much like maternity alternate groundwork. It is subject to availability and all the rules mentioned in that section in terms of pay/hours/assignment. Be aware that there are limited spots available for breastfeeding accommodation.

Returning to work (flying)

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

You will need to obtain a new RAIC and parking pass. For your RAIC - if your clearance expired/is soon to be expired you will be required to complete the long form (Transport Canada's Application for Transportation Security Clearance) which is processed by RCMP and the short form (specific to your base).

If your clearance is still valid you will only need a short form requesting it back which is specific to your base. We do recommend you make an appointment well in advance of your return-to-work date.

Along with your application for a new RAIC, you will need to complete the Canadian Airport Security Awareness Program courses (there are two – one national, one local). These courses can be done online from your base airport's website and require approximately 30-45 minutes to complete. You will need to bring in the completed certificates to be allowed to apply for a RAIC.

YUL	YYZ	YYC	YVR
BAP Office Tel: 514 633-3433 Email:bapyul@admtl.com Link:http://www.admtl.com/en/adm/safety/administration-and-permits-office	GTAA Pass/Permit Control Office Tel: 416-776-7277 Email:pass.permits@gtaa.com Link: www.gtaa.com (go to tab GTAA Corporate > Safety & Security > Pass/Permit Control Office)	YYC Pass Office Tel: 403-735-1320 Email:passoff@yyc.com Link: www.yyc.com (go to tab YYC > Business At YYC > Forms & Applications)	Vancouver Airport Authority Tel: 604-276-6177 Vancouver International Airport 3211 Grant McConachie Way, Richmond, BC

Your manager *may* request that Air Canada Occupational Health give you clearance to return to work. In that case, you must make an appointment with Air Canada Occupational Health Services. If you are requested to see Occupational Health, contact your manager for more information regarding this process.

*As noted above blood tests should only be performed on women returning to work within 8 months of the birth (this was won by the Union in grievance "CHQ-06-36 Medical Clearance").

Crew Planning: You must contact Crew Planning to inform them of the date you will be returning to work (regardless of 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. (Mainline: Doctor's note needs to be faxed to 514-422-7989).

Training: Training is required for any crew member returning to work.

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. Contact Planning for specific information about training dates.

For any absence over six months, Air Canada requires that you attend "Reboarding" training in addition to any other training applicable to your situation.

If **13 to 24 months** since last ART, you will be required to attend a six-day re-entry program (re-qualification: 3 days immediately followed by ART: 3 days).

If **24 to 36 months** since last ART and you have at least three continuous years of experience as a Flight Attendant with Air Canada, you will be required to complete a seven-day re-entry program (re-qualification: 3 days immediately followed by ART: 3 days and then a line indoctrination flight). If you have

less than three continuous years of flying experience with Air Canada you will be required to attend Special Initial Program (Initial training: 3 weeks, line indoctrination: varies).

If **more than 36 months** or more since last ART, you will be required to attend Special Initial Program (Initial training: 3 weeks, line indoctrination: varies).

Generally speaking, for YUL, YYZ and YVR home bases training is done at your base, whereas for YYC home base your training will be done in YVR. Keep in mind that planning may elect to send you to a different base to complete your training due to operational requirements.

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. Inquire at the Communication Center or with your manager.

Whenever you are off the payroll for more than 6 months, HR deletes your payroll direct deposit information, therefore you need to contact HR Connex when you return to work to confirm your Direct Deposit information, otherwise you may not receive your pay.

Remember to order new uniform pieces through Unisync if needed.

I want to buy back my pension

If you would like to buy back your pension after maternity/parental leave, you must do so within 90 days of returning to active duty. Active duty includes vacation time, so please keep this in mind. If you buy back the period of leave it will be recognized in the Air Canada pension plan as qualifying and allowable service. You can estimate the cost of the buy back and the impact on your pension with the buy back calculator on the HR Connex Pension website.

If you decide not to buy back the period of leave within 90 days of your date of return to active duty it will not be recognized in the Air Canada pension plan as qualifying or allowable service, and you will not be given another opportunity to buy back.

You must call HR Connex Pension to start the buy back procedure at 1-833-847-3675 option 4. You will be given the option of paying back the lump sum, transferring RRSPs or paying monthly. More information can be found on the Plan Information Booklet under the section “Types of service and periods on leave”.

You also have the option to buy back pensionable service for the period they are on a breastfeeding leave, see Article 10.07.02. You must inform Air Canada of your intention to do so within 60 days of your return to active employment. Please be aware that the cost of buying back pensionable service during a breastfeeding leave is more than buying it back from maternity/parental leave.

Special Circumstances

Fertility treatments: The Canadian Human Rights Commissions requires that Air Canada offer you accommodations while undergoing fertility treatments. This is done in a few different ways, for example giving you alternate work (groundwork) or by giving you individual unpaid leave of absences for specific pairings. You must contact your manager in order to arrange your accommodations specific to your individual needs.

Surrogate mothers: Surrogate mothers are entitled to all pregnancy and maternity related benefits and leaves, which also includes breastfeeding accommodations/leaves. As long as the surrogate mothers are the primary caregiver of the child, they are entitled to the above stated benefits.

Surrogates will not be eligible for parental leaves. Remember that if you return to flying within eight months of birth, you will be required to be medically cleared first, including having bloodwork done.

Miscarriage, termination, or stillbirth: If you are reading this following a loss, please accept our sincerest condolences. Please know that you can reach out to us (womens@accomponent.ca) or EAP (Mainline 1-800-663-1142; Rouge www.workhealthlife.com) at any time. If you require a longer recovery period, you have the option to apply for the Wage Indemnity Plan (WIP). According to Canada EI benefits, if your pregnancy ends before 20 weeks, you could be eligible for sickness EI benefits. If your pregnancy ends after 20 weeks, you could be eligible to maternity EI benefits.

NOTE: *Before applying for sickness EI or maternity EI benefit under this circumstance, Canada EI advises that applicant first check with their employer for any paid sick leave plan. So, you are encouraged to first apply to the Air Canada Wage Indemnity Plan (WIP).*

If there are any items not covered in this document or you have suggestions on how we can improve it, we recommend that you reach out to us at the Women's Committee. Our email address is womens@accomponent.ca.

If you have pressing questions, we suggest that you reach out to your Local office, and they can assist you by liaising with your respect base representatives. Their contact information is:

Local 4091 – Montreal
info@local4091.ca
609-975 boul. Roméo Vachon Nord
Dorval, QC H4Y 1H1
Phone: 514-422-2235
www.4091.cupe.ca

Local 4092 – Toronto
office@local4092.ca
Terminal 1, Lester B Pearson Int'l
Airport, Level 2 Room ED 2005,
Toronto, Ontario L5P 1B4
Phone : 905-676-4293
www.local4092.ca

Local 4094 – Vancouver
officers@local4094.ca
6001 Grant McConachie Way
Richmond, BC V7B 1K3
Phone: 604-295-4259
www.local4094.ca

Local 4095 – Calgary
office@local4095.ca
Calgary International Airport
2000 Airport Road NE
Calgary, AB T2E 6W5
Phone: 403-221-2625
www.local4095.ca

Local 4098 – Rouge
contact@cupe4098.ca
Toronto Pearson Int'l Airport
Terminal 1, Level 2, GA2022
Mississauga, ON L5P 1B4
Phone: 905-678-6330
www.cupe4098.ca