

Catalyst 

## Temporary Leave of Absence Agreement Between CEP Local 76 and Catalyst Paper Powell River Division

The purpose of this Agreement is to provide guidance to employees regarding requests for leaves of absence during these times of uncertainty.

### Purpose of Leaves of Absence

A leave of absence may provide an employee with the opportunity to pursue further education or to seek an alternative employment opportunity.

### Requesting a Leave of Absence

All leaves must be requested in writing using the appropriate form. The form is available from our internal Powell River PeopleNet website in the Forms section or from Human Resources. Completed forms must be returned to Human Resources.

The process for approval will involve the employee's Area Manager, Wage Delegates and the Human Resources Advisor. This group will review the request and make a recommendation based on operational requirements. The Director Human Resources will have final approval of the request.

### Leave of Absence

For a leave of absence request, the employee must use the following paid time off as part of the absence period:

Personal Floating Holidays	All floaters must be used
Banked Overtime	All hours must be used
Deferred/Banked Stat Holidays	All deferred/banked stats must be used
Supplemental Vacation	Supplemental Vacation does not have to be used unless it will expire during the leave period or cannot be scheduled without incurring overtime prior to its expiry date.
Regular Vacation	Two weeks of regular vacation must have been taken or scheduled as part of the leave period.

For clarity, the paid time off the employee is required to use is included as part of the period of time the employee wishes to be away from work.

**Additional Information:**

**Benefits Coverage**

Benefits coverage continues during the leave. Employees will provide post dated cheques to the company to cover their share of the benefits premiums.

**Union Dues**

Union dues will continue to be paid on any paid time.

**Remaining Regular Vacation and Supplemental Vacation**

Employees are reminded that it is their responsibility to schedule and get approval for any remaining regular vacation prior to the Collective Agreement deadline of April 30 each year. Supplemental vacations must also be scheduled and approved prior to their expiry date. Failure to do so will result in the Company unilaterally scheduling this time off.


**Impact on Future Vacations and Pensions**

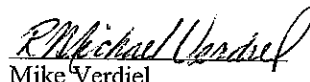
Employees are reminded to consider the impact of unpaid leaves of absence on future vacation entitlement and pensions. This is especially important for employees whose seniority would normally entitle them to work regular hours but who may be interested in a leave of absence.

- Employees must have at least 1200 qualifying hours during the current contract year to qualify for vacation during the next contract year. Leaves of absence do not count as qualifying hours. See Article XV of the Collective Agreement for further information.
- Employees must have 1700 paid hours each calendar year to qualify for a year of service in the pension plan. Contact the Pension Plan Administrator at 1-888-384-7555 if you have questions.

It is understood that should circumstances change at Powell River Division this agreement will be reviewed.

Date Sept. 10/08

  
Ruth Bilesky  
Advisor Human Resources

  
Mike Verdiel  
CEP President Local 76



PAYROLL NO.	NAME	DATE
DEPARTMENT	OCCUPATION	

REQUESTS PERMISSION TO BE ABSENT FROM

FROM (1<sup>ST</sup> DAY OFF) \_\_\_\_\_ RETURN TO WORK DATE \_\_\_\_\_

FOR ALL ABSENT SHIFTS, PLEASE SPECIFY TYPE OF LEAVE USING PAGE 2 IF LEAVE OF ABSENT IS VACATION, FLOATER, ETC (REFER TO THE AGREEMENT ATTACHED)

REASON:

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EMPLOYEE SIGNATURE \_\_\_\_\_

REVIEWED / RECOMMENDED: AREA MANAGER  HR ADVISOR  LOCAL 76

APPROVED HUMAN RESOURCES DIRECTOR :

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IF DISAPPROVED GIVE REASON

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