



CANADIAN UNION OF POSTAL WORKERS

KITCHENER/WATERLOO LOCAL (560)
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TO ALL ENTITLED KMPP EMPLOYEES

RE: PROVISIONS FOR NIGHT RECOVERY LEAVE SCHEDULES

The following conditions for the implementation of Night Workers' Recovery Leave (TN) schedules under Article 33.18 of the CPC/CUPW Collective Agreement are:

1. The required 4-week earning periods (2/3 of a day per 4 week period) will be based on a commencement of January 29, 1995 as per Article 33.18(a) of the Collective Agreement.
2. To allow a period of bidding for the next four (4) week schedule up for bids, the T/N selection process will commence on the Wednesday within the third (3rd) week of the current T/N schedule posted, in so far as possible. Should a statutory holiday fall on this date, the selection process will commence on the first day of work thereafter. Only those employees who are scheduled to be working on this day are permitted to pick in the bidding process. Employees will write their name within the appropriate single day T/N block.
3. Recovery leave credits must be selected in order of seniority for those employees who currently possess T/N credits. Single day T/N blocks represent the day in which the employee's scheduled shift ends. (eg. Sunday 23:00-07:00am shift is considered **Monday** on the T/N list).
4. In the event an employee wishes to select more than one (1) day on a 4-week schedule, he/she may select one (1) day on the first pass in order of seniority. After all members of the business unit have made their selections, the employee may select his/her 2nd and 3rd day(s) within the remaining single day T/N blocks available, by seniority.
5. After the selection period, employees who chose not to select or were unable to make a selection due to absence may select available single day T/N blocks on a first come, first serve basis. The employee will write their name on the appropriate list at that time.
6. Employees are not allowed to select any T/N days that they do not currently possess on the date of bid selection. Employees are not allowed to sign their name on the T/N list if they do not possess the necessary credits on the date of signing (eg. Future T/N selection is not permitted without possessing current T/N credits).
7. Employees may accumulate up to 3 days credit before being required to make a selection on the following 4-week schedule. (In any event, an employee will not select more than 3 available days on any 1 schedule, unless mandated to do so by CPC Management.)
8. Earned credits may be selected on the posted schedules only. (Blocks may not be selected from future 4-week schedules.)
9. Once a day has been selected by an employee, the day(s) may not be cancelled. A T/N may only be displaced under the provisions of Article 19.05 of the CPC/CUPW Collective Agreement (e.g. bereavement leave).
10. If an employee is no longer working the shift for which they had previously selected a date due to a change in their work assignment.(ie: STD/LTD, 39.07 temporary assignment, retired). The dates selected will be offered up to the employees in the section by seniority.
11. Consideration for recovery leave requests outside of this identified selection process or the applicable posted recovery leave schedules must be approved by the Superintendent with at least 24 hours notice in advance of leave request. CUPW Local President requests written (email) notification by the Superintendent in such an event.
12. A portion of recovery leave schedules may be suspended within the identified Christmas period, but will be reviewed annually with the union representatives through the Christmas consultation process.
13. As per Article 33.18(b) the establishment of the appropriate T/N lists is based on work schedules.

Should you have any questions or concerns regarding these stipulations, contact your Supervisor.

NOTE: These provisions have been updated as per consultation July 5, 2010.

"The Struggle Continues!"