

Short Term Layoff of Less than 90 Days
Employer Guidelines
April 28, 2009
E-12

When the Employer conducts a temporary layoff of 90 calendar days or less, the Employer will apply the following practice for permanent full time and permanent part time employees (collectively called “employees” or “employee”).

1. The Employer shall temporarily layoff within an establishment, a permanent full time employee with the least amount of seniority by position within a classification, except in the case where a permanent part time employee is employed in that establishment;
2. In the event a permanent part time employee is employed at the establishment, the Employer shall first temporarily layoff the permanent part time employee with the least amount of seniority;
3. While on temporary layoff a permanent employee shall not be entitled to displace another permanent employee;
4. An employee on temporary layoff shall retain his/her applicable benefits under Articles 20, 24, and 48;
5. An employee on temporary layoff shall retain his/her hourly wage rate;
6. On return to work, the employee’s anniversary date shall be adjusted where applicable, to reflect the period of temporary layoff;
7. A permanent full time employee on temporary layoff will be assigned work within his/her position in his/her establishment, based upon seniority, prior to assigning permanent part time , seasonal and casual employees in that establishment;
8. A permanent part time employee on temporary layoff will be assigned work in his/her establishment based upon his/her permanent seniority date, prior to assigning casual employees in that establishment;
9. An employee on temporary layoff shall have his/her permanent seniority date continue during the temporary layoff;
10. At the end of the temporary layoff, the permanent full time employee (permanent part time employee, where applicable) shall return to work to his/her position;
11. It is understood that “establishment” is defined in Article 5.2 (a) in the Collective Agreement.