

HO Comms to all employees; handout to front-line employees

COVID-19: Employee letter – Update to Special Leave for child care and elder care

Subject line: Updates to Special Leave (child and elder care) and Vacation Leave

Audience: All employees

Dear employee:

Thank you for your patience, hard work and commitment to serving Canadians as we respond to the rapidly changing situation with the coronavirus (COVID-19). We continue to evolve our approach in order to support and protect employees, following the guidance of the Public Health Agency of Canada and the Government of Canada. We understand that many employees are dealing with the challenge of school and daycare closures, and caring for elderly parents. We want to provide some peace of mind as they seek alternative care arrangements.

We also recognize that COVID-19's impact creates a need to cancel and reschedule previously booked vacations.

Special Leave (child and elder care)

To help support our people, we are updating our process for Special Leave for child care and elder care. Our approach continues to involve personal days, special leave provisions and a process for special cases that require additional leave. Effective immediately, **Team Leaders can now approve Special Leave up to April 10**, an approach that aligns with the Government of Canada.

Employees needing assistance for child care and elder care should talk to their Team Leader and continue seeking alternative care arrangements. If needed, here is our updated approach:

1. First use any remaining personal days
2. Team Leader may approve special leave up to April 10
3. If further special leave is required following the additional leave, the Team Leader will escalate to their General Manager for review and receive a timely decision.

Vacation Leave

Vacation Cancellation

Given the exceptional circumstances around COVID-19, we are allowing all employees in MGT & Exempt and those represented by PSAC, CUPW, APOC and CPAA to cancel vacation leave previously booked for up to and until the end of March 2020.

However, the cancelled vacation leave be rescheduled and taken before the end of June 2020.

If you intend to cancel, please advise your team leader.

We truly appreciate your extraordinary efforts and commitment to staying safe under difficult circumstances. At a time when Canadians have needed us most, you have stepped up to ensure the postal system continues to function smoothly. For this, we say thank you.

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We will keep you posted with the latest information as it becomes available. Please continue to regularly check the COVID-19 [employee website](#) (canadapost.ca → I'm an employee) for updates. Our approach will continue to change as the situation evolves, with your health and safety always our highest priority.