**Alberta Phased in Retirement Option FAQs**

1. **Will I be eligible for call in shifts?**

No. As you are still considered a full time employee you will not be considered for call in shifts like the part time employees.

1. **If I apply for the phased in retirement option, will I automatically receive it?**

No. Eligible employees may request to participate in this option and their requests will be granted provided it will not interfere with the efficient operation of the business. Requests will not be unreasonably denied.

In addition, as outlined in the attached Memorandum of Agreement (MOA), there are a minimum number of participants required in the province in order for this option to be made available.

1. **If I sign the option form can I change my mind after the fact?**

No. Once the option form is submitted and if it is accepted, barring any life changing events as outlined in the MOA, the employee will commence onto a reduced 32 hour work week starting October 4th, 2015.

1. **What are the eligibility requirements?**

In order to qualify for the phased in retirement option, a person must be 60 years or over and currently in a full-time position and actively at work.

1. **Do I lose my full-time status if I am accepted for this option?**

No. Applicants who are successful will be considered a full-time employee working a 32 hour work week.

1. **Do I lose my full-time benefits if I am accepted for this option?**

No. Employees will maintain the current benefits they have as a **full-time** employee however they will now be pro-rated to a 32 hour workweek. In addition, sick leave will accumulated at a rate of 3.2 hours per month rather than 4 hours per month.

Dental and Extended Health coverage will not change. Life Insurance, Weekly Indemnity and Long Term Disability will now be calculated based on an annual salary with a standard workweek of 32 hours as opposed to 40.

1. **Do I have to start collecting CCWIPP/BCUIP if I accept the plan?**

No. This option is not a “status change” and will not result in you being able to access BCUIP/CCWIPP benefits.

1. **What happens to the sick time that I have accumulated?**

All sick time accumulated and present in your sick bank will remain available to you and will not be paid out. Going forward, your rate of accumulation will be prorated due to the 32 hour work week and you will now accrue at a rate of 3.20 hours opposed to the 4.00 hours a month outlined in your respective Collective Agreement.

1. **What happens to my full time seniority date? Does it change to my part time seniority date?**

No. You will continue to utilize your full time union seniority date for all relevant applications under the respective Collective Agreement.

1. **What happens to my full-time vacation? Do I still choose my vacation dates according to my full-time seniority date?**

As your full time seniority date is unaffected, your full time vacation date will remain the same. Going forward, the accumulation will be pro-rated. You will maintain the same number of vacation entitlement weeks however annual entitlement will be credited in week 01 of the calendar year based on a 32 hour workweek.  
  
Employees electing for this option will still have their hourly vacation pay calculated based on the better of rate of their regular rate or 2% of the previous year’s gross earnings per week of entitlement.

Employees absent more than 31 consecutive days will also continue to have their vacation entitlement pro-rated in the following calendar year.

1. **What happens to my CCWIPP/BCUIP contributions?**

Contributions will continue to be made to the respective pension trusts (i.e. CCWIPP, BCUIP) for all hours paid in accordance with the requirements of the respective Collective Agreements.

1. **Do I still qualify for Weekly Indemnity and Long Term Disability coverage?**

Yes. Should an employee go off on a Weekly Indemnity or Long Term Disability, wage loss coverage would be based on a 32 hour work week as opposed to 40.

1. **If my application is accepted, when does the reduced work week start?**

October 4th, 2015

1. **What happens if a person isn’t at work when the option letters were sent**

**out? (e.g. Weekly Indemnity, Long Term Disability, Leave Of Absence)**

Employees who are not actively at work (i.e. on an approved leave) are not eligible to apply for this option until he/she has made a full return to work.

1. **If I am hired prior to 1987 and have chosen not to work Sundays, do I still get to restrict this day?**

Yes. The relevant collective agreement language would still apply to the reduced work week. All individuals who were hired on or before February 14th, 1987 will continue to have the opportunity to restrict their availability for Sunday work. If the employee chooses to restrict Sunday, the 32 hour work week will be scheduled Monday to Saturday.

1. **How do statutory holiday days affect the reduced work week?**

The terms and conditions of your respective Collective Agreement will continue to remain in place. Where there is one statutory holiday recognized in a work week, the scheduled hours for individuals under this plan will be reduced to 24 hours (three days). Where there are two statutory holidays during a work week, the scheduled hours will be reduced to 16 hours (two days).

1. **How does this option affect overtime payments?**

Any time worked in excess of 8 hours in a single daily shift will be paid at the appropriate overtime rate. Time worked in excess of the basic work week of 40 hours, will also be paid at the appropriate overtime rate.