



St. Francis Xavier University Voluntary Temporary Layoff Plan

St. Francis Xavier University is offering a Voluntary Temporary Layoff Plan to members of NSGEU and Non-Union Staff. The temporary layoff will begin on your last day of work May 22, 2020 and end on August 29, 2020. Employees who choose this option are eligible to apply for the CERB (Canada Emergency Response Benefit) payment of \$2000 every 4 weeks for up to 16 weeks. Application for CERB can be made after approval from Human Resources is received. Please refer to <https://www.canada.ca/en/services/benefits/ei/cerb-application.html> for details.

During the temporary layoff, employees who earn more than \$27,000 annually will have the option to supplement the CERB payment by working additional hours per week in order to earn up to \$250 per week, not to exceed \$1000 in each four-week CERB eligibility period; and not to exceed your regular salary.

Your exact schedule will be determined with your supervisor in accordance with the operational needs of the University. Once your schedule is set with your supervisor, any changes would require two weeks' notice.

The eligibility periods for the CERB program are as follows:

May 10 – June 6, 2020

June 7 – July 4, 2020

July 5 – August 1, 2020

August 2 – August 29, 2020

During the temporary layoff period, employees will maintain their Seniority as well as their Health, Dental and Travel insurance benefits. Long Term Disability and Life Insurance will continue for the duration of this temporary layoff and deductions will continue at pre-COVID 19 amounts. If you chose not to continue working during the temporary layoff, arrangements for payment of premiums will be made upon your return.

During the temporary layoff period, employees will accrue vacation or sick leave credits prorated to actual hours worked for the 2020-2021 year. Unused vacation for the 2019-2020 year may be carried over upon request.

Contributions to the employee's pension plan (where applicable) will continue either at your full regular amount, or on the maximum of \$250 weekly earnings (employee's choice).

Applications for Temporary Voluntary Layoff MUST be sent to Jennifer Swinemar-Murray jmurray@stfx.ca no later than May 19, 2020, and approval will be communicated no later than May 22, 2020.



St. Francis Xavier University

Application Form for Voluntary Temporary Layoff Plan

I choose to apply for voluntary temporary layoff under the Voluntary temporary layoff Plan for Non-Union Staff and NSGEU members at St. Francis Xavier University. I acknowledge that the temporary layoff will be effective from your last day of work on May 22, 2020 until August 29, 2020. I understand that once I am approved for the voluntary temporary layoff plan, I am unable to opt out until my return to work date.

Employee Name _____ NSGEU Non-Union
Job Title _____ Department _____
Employee Email _____ Supervisor _____
Phone # _____ Home Mailing Address _____

I choose to work reduced hours per week and understanding that my earnings are not to exceed \$250 per week, to a maximum of \$1000 per four-week period.

YES NO

I request that additional income tax is deducted from my weekly earnings in the amount of:

\$25 \$50 \$75 \$100 Other _____

I choose make contributions to my pension:

Based on my reduced hours Based on my regular pre-Covid-19 earnings

I request carry-over of the following number of vacation days:

_____ (number of days)

Signature of Employee: _____ Date: _____

Signature of Director: _____ Date: _____

HR APPROVAL: _____ Date: _____

FOR PAYROLL USE ONLY

| | | | |
|----------------|--|---|--|
| Annual Salary | | # of hours eligible each week (not to exceed \$250) | |
| Hours Per Week | | Total weekly earnings at above hours | |
| Hourly Rate | | | |