

**JOINT COMMUNICATION
Multi-Employer/UNA Collective Agreement**

**LOU #11
Re: Lump Sum Payment (LSP)**

November 2015

The current Multi-Employer/UNA Collective Agreement (2013-2017) includes a provision that provides a semi-annual payment to Full and Part-time Employees.

Payment of the lump sum for each qualifying period will occur on the following schedule;

Hours worked between April 1, 2015 and September 30, 2015- paid on October 28, 2015

Hours worked between October 1, 2015 and March 31, 2016- paid on April 27, 2016

Hours worked between April 1, 2016 and September 30, 2016- paid on October 26, 2016

Hours worked between October 1, 2016 and March 31, 2017- paid on April 26, 2017

If you are on leave during scheduled payment dates, you will receive any deferred payments when you return to work, in lieu of the regular payment schedule.

1. Full Time Employees

Full Time Employees at work receive full LSP according to schedule.

2. Part Time Employees

Part Time Employees' Lump Sum calculations are based on FTE and additional hours worked within each qualifying period.

Part Time Employees who do not work for the entirety of the qualifying period are paid based on FTE only, subject to the provisions of deferral below.

3. Deferral of Lump Sum Payment (LSP)

A deferral process has been established in the event that an Employee is on unpaid leave for the pay period in which the LSP is paid to Employees:

- ▶ If the Employee is on an unpaid absence for more than a single, six-month, qualifying period the deferral is limited to a single LSP. When the Employee is

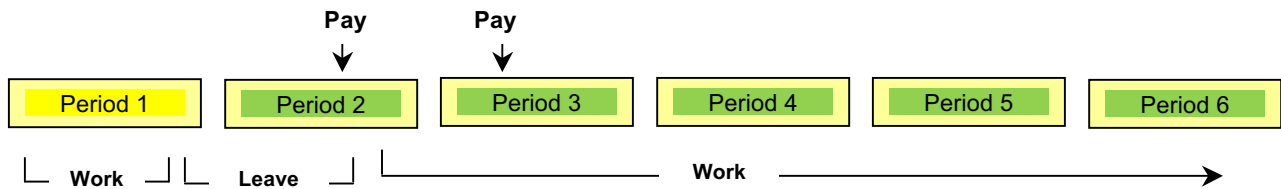
absent for more than one six-month period, it is always the latest LSP for which payment is deferred until their return to work.

- ▶ If the Employee does not return to work following such an absence, they will be paid out for the LSP periods where they had paid hours (i.e. the LSP period prior to the commencement of the leave) plus the pro-rated LSP for the six-month period in which their termination becomes effective.

4. Deferral Examples (EACH “PERIOD” IS 6 MONTHS)

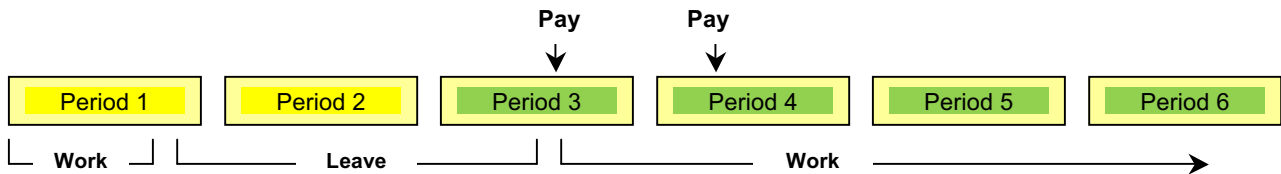
Example 1:

- **Work:** Part of Period 1.
- **Leave:** For the rest of Period 1 and part of Period 2, and then return to regular work in Period 2 and continue to work.
- **Paid:** The lump sum for Period 1 would be paid upon return to work in Period 2. Lump sum for Period 2 would be paid according to schedule.



Example 2:

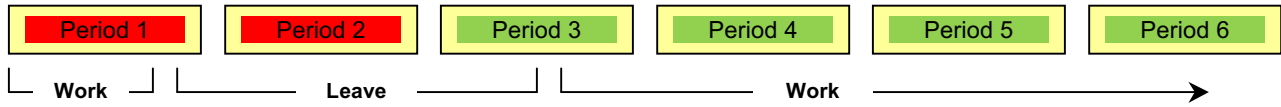
- **Work:** Part of Period 1.
- **PAID Leave:** For the rest of Period 1, all of Period 2 and return to regular work in Period 3.
- **Paid:** Lump sums for Periods 1 and 2 would be paid upon return to work in Period 3. Lump sum for Period 3 would be paid according to schedule.



Example 3:

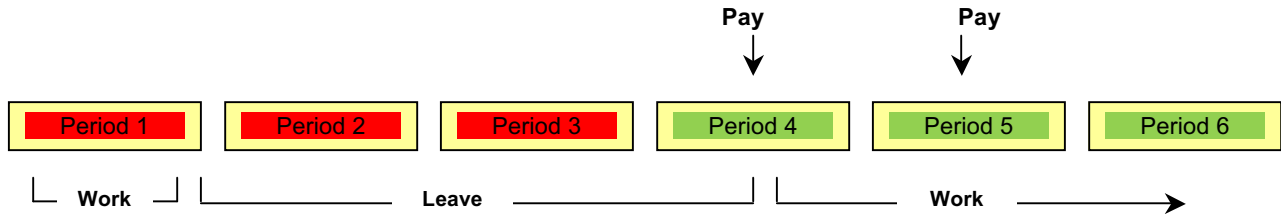
- **Work:** Part of Period 1.
- **UNPAID Leave:** For the rest of Period 1, all of Period 2 and return to regular work in Period 3.
- **Paid:** Lump sums for Periods 1 and 2 would be paid upon return to work in Period 3. Lump sum for Period 3 would be paid according to schedule.





Example 4:

- **Work:** Part of Period 1.
- **UNPAID Leave:** Rest of Period 1, all of Periods 2 and 3, return to regular work in Period 4.
- **Paid:** Lump sums for Periods 1 and 3 paid upon return to work in Period 4. Period 2 lump sum not paid because only one complete period can be deferred, and that is the most recent period (Period 3). Lump sum for Period 4 paid according to schedule.



	Lump Sum Payment
Additional hours worked and paid at the basic rate of pay For Part Time Employees only	Included
Regularly scheduled hours worked and paid at the basic rate of pay	Included
Overtime hours	Excluded
Call back	Excluded
Hours worked on a Named Holiday	Included (at 1x)
Paid sick leave	Included
Health related portion of maternity leave (paid sick leave)	Included
Paid leaves of absence of less than one month (e.g. bereavement leave, special leave)	Included
Paid leaves of absence of greater than one month	Included
WCB absences - with top-up	Included
Paid Union leave of absence	Included
Paid vacation	Included
Unpaid leaves of absence of less than one month	Subject to deferral
Unpaid leaves of absence of greater than one month	Subject to deferral
WCB absences - without top-up (unpaid sick leave)	Subject to deferral
Education leave (up to 24 months)	Subject to deferral
Unpaid Union leaves of absence	Subject to deferral
Short term disability	Subject to deferral
Long term disability	Subject to deferral

Green- WORK hours
Yellow- PAID LEAVE
Red- UNPAID LEAVE

If you have any questions, please contact your AHS HR Advisor or UNA Labour Relations Officer.

For the Union:
David Harrigan
Director of Labour Relations
United Nurses of Alberta
800-252-9394

For the Employers:
Kim LeBlanc
Lead Negotiator
Alberta Health Services
403-943-1410