

# IWA–FOREST INDUSTRY PENSION AND LTD PLANS

## Contributory Hours Reporting Guide

April 2017

CONTRIBUTORY HOURS AND ELIGIBILITY	CONTRIBUTORY HOURS TO BE REPORTED	
	PENSION	LTD
<p>ALL HOURS (INCLUDING FRACTIONAL HOURS) AN EMPLOYEE WORKS</p> <ul style="list-style-type: none"> <li>For the <b>Pension Plan</b>, contributory hours start from the first hour the employee works. This includes hours worked by casual and probationary employees.</li> <li>For the <b>LTD Plan</b>, contributory hours start after 30 working days within the first three calendar months of employment and will continue up to six (months prior to the employee’s 60th birthday. If the employee was previously employed and covered by the IWA– Forest Industry LTD Plan in the eighteen month period immediately prior to their employment with your company, then contributory hours start from the first hour the employee works.</li> </ul>	YES	YES
Overtime hours – report at straight time hours	YES	YES
Hours an employee works while temporarily in a class of employment not covered by an USWA bargaining unit	YES	YES
Hours an employee spends attending apprenticeship programs, seminars, courses or training for which the employee was paid wages.	YES	YES
Crummy time – travel time hours for <i>crew drivers</i>	YES	YES
Graduated return to work	YES	YES
Hours an employee is detained by his employer and for which the employee is paid call time	YES	YES
Hours an employee spends fighting a forest fire that is the responsibility of his employer	YES	YES
Hours an employee works under an alternate work schedule or compressed work week – refer to specific letter of understanding with USWA Local to determine hours to be reported	YES	YES
<p><b>Special cases:</b> A) Fallers and Buckers B) Graveyard shift</p> <p>When an employee works a 6.5-hour shift and is paid as though a full 8-hour shift was worked, then 8 paid hours are to be reported. If an employee works less than the full 6.5 hours, then report actual hours worked multiplied by 1.23.</p>	YES	YES
<p>Time an employee spends on union business</p> <ul style="list-style-type: none"> <li>Union pays contributions</li> <li>Employer pays contributions</li> </ul>	YES NO	YES NO
<p><b>Grievance</b> – An employee who has been awarded compensation for a period of time as a result of the settlement or arbitration of a grievance shall be deemed to have worked such period of time at the rate of 40 hours per week or in such other manner as is consistent with the settlement or arbitration of the grievance.</p>	YES	YES
<p><b>Pregnancy leave</b> – forty hours (40) per week while an employee is on pregnancy leave authorized under the <i>Employment Standards Act</i>. This may be extended with a medical practitioner’s statement.</p>	YES <sup>1, 2 &amp; 5</sup>	YES <sup>1, 2 &amp; 5</sup>
<p><b>Parental leave</b> – forty hours (40) per week while an employee is on parental leave authorized under the <i>Employment Standards Act</i>. This may be extended with a medical practitioner’s statement.</p>	YES <sup>1, 2 &amp; 5</sup>	YES <sup>1, 2 &amp; 5</sup>

CONTRIBUTORY HOURS AND ELIGIBILITY	CONTRIBUTORY HOURS TO BE REPORTED	
	PENSION	LTD
<p><b>Compassionate care leave</b> – Up to eight (8) weeks of unpaid leave to provide care or support to a family member if a medical practitioner issues a certificate stating the family member has a serious medical condition with a significant risk of death within 26 weeks, or such other period as may be prescribed.</p> <p>Such leave ends on the last day of the week in which the earlier of the following occurs: (a) the family member dies; or (b) the expiration of 26 weeks or other prescribed period from the date the leave began.</p>	YES <sup>2&amp;3</sup>	YES <sup>2&amp;3</sup>
<p><b>Family responsibility leave</b> – Up to five (5) days of unpaid leave in each employment year to meet responsibilities related to the care or health of any member of the employee’s immediate family, or the care, health or education of a child in the employee’s care.</p>	YES <sup>2&amp;4</sup>	YES <sup>2&amp;4</sup>
Sick time or hours relating to a disability – hours for which an employee is receiving weekly indemnity of wage loss benefits	NO	NO
Vacation time	NO	NO
Statutory holidays and floater days	NO	NO
Travel time to/from job site	NO	NO
<p><b>Bereavement leave</b> – An employee is entitled to up to three days of unpaid leave on the death of a member of the employee’s immediate family.</p>	YES <sup>2&amp;4</sup>	YES <sup>2&amp;4</sup>
<p><b>Jury duty</b> – An employee who is required to attend Court as a juror is considered to be on unpaid leave for the period of the jury duty.</p>	YES <sup>2</sup>	YES <sup>2</sup>
Lay-off time	NO	NO
Bonus hours	NO	NO

1. If satisfactory evidence is provided to the Pension Administrator that the employee has been regularly scheduled to work less than thirty-two (32) hours per week in the twelve (12) month period prior to the pregnancy/parental leave, then the rate the employee shall be deemed to work during such pregnancy/parental leave shall be equal to the number of hours the employee had been regularly scheduled to work during such preceding twelve (12) month period.
2. An employer must continue to make contributions unless the employee chooses not to continue with his/her share of the cost of the Plan. This form can be found on the IWA–Forest Industry Pension Plan and IWA–Forest Industry LTD Plan website at [www.iwafibp.ca](http://www.iwafibp.ca), under the *forms* tab.
3. “Family member” means:
  - ◆ in relation to an *employee*:
    - a member of an employee’s immediate family including spouse, child, parent, guardian, sibling, grandchild, grandparent
    - an employee’s step-sibling, aunt or uncle, niece or nephew, current or former foster parent, ward or guardian
    - the spouse of an employee’s sibling or step-sibling, child or step-child, grandparent, grandchild, aunt or uncle, niece or nephew, current or former foster child or guardian
  - ◆ in relation to an *employee’s spouse*:
    - the spouse’s parent or step-parent, sibling or step-sibling, child, grandparent, grandchild, aunt or uncle, niece or nephew, current or former foster parents, or current or former ward; and
    - an individual with a serious medical condition who considers the employee to be or whom the employee considers to be like a close relative regardless of whether or not they are related by blood, adoption, marriage or common law partnership.
4. “Immediate family” means the spouse, common-law spouse, child, step-child, parent, step-parent, guardian, sibling, grandchild or grandparent of an employee; and any person who lives with the employee as a member of the employee’s family.
5. Prior to employees commencing pregnancy and/or parental leave, the employer should request the employee complete the *pregnancy/parental leave contributions form*, indicating his or her desire to continue or discontinue accruing pension credits or continue or discontinue his or her LTD coverage during the period of leave. These forms can be found on the IWA–Forest Industry Pension Plan and IWA–Forest Industry LTD Plan website at [www.iwafibp.ca](http://www.iwafibp.ca), under the *forms* tab.