



CANADIAN PACIFIC

CMC 039-09

DATE: February 16, 2009

SUBJECT: Authorized Leave of Absence (ALOA) Eligibility and Process - Update

The Principles of the Attendance Management Policy have been clearly and consistently outlined.

The Policy needs to balance employee needs for time off with the requirements of a 7/24 operation upon which we all depend.

As previously communicated, the Company remains committed to accommodate as many requests for Personal Leave as possible to those with positive attendance records, subject, of course, to operational requirements and crew availability.

To accommodate this approach it may be necessary to temporarily restrict some employees from consuming Personal Leave "slots" based on their absenteeism records.

Employees who fail to meet Service Area attendance targets may be restricted from receiving ALOA for the remainder of Q1 of 2009 and thereafter, if necessary, until such time as they meet the Service Area attendance targets each quarter. Those employees restricted for the remainder of Q1 did not meet last year's Service Area attendance target of 97.75%.

Employees affected by these restrictions will be contacted and advised accordingly. They will also be encouraged to improve their attendance and availability so they can enjoy the privilege of receiving ALOA in the future. The restricting of ALOA to those with poor records will result in more opportunities being provided to those who have demonstrated positive attendance records and availability to meet our operational needs and crewing needs on a consistent basis.

These targets will be based on Service Area average Sick + Misscall performance.

Service Area Sick + Misscall Averages, based on 2008 results, will reflect the measure for 2009.

For the Southern Ontario Service Area, the 2009 Attendance Target governing Leave of Absence Request Eligibility is 98.01%

Additionally, subsequent to concerns regarding the degree to which personal leave is authorized in advance, terminals will grant up to 50% of the total daily Personal Leave slots in advance of 72 hours of the date requested and grant the remaining slots subsequent to that.

The accumulation and use of EDOs is not restricted in any way to employees that have been restricted from taking ALOAs.

When there are more employees requesting Personal Leave for a given date than there are available slots, preference will be given first to those who have and will use an EDO outside of their EDO Window for the date requested and next to those employees who cannot use an EDO for this purpose but who are otherwise eligible to request Personal Leave.

If you have any questions with respect to this bulletin, please contact your immediate supervisor.

Frank Devine
Service Area Manager