

ATTENTION ALL RUNNING TRADES - CANADA

SUBJECT: 2012 GENERAL HOLIDAY SCHEDULE - ALL SERVICE AREAS

<u>2012 General Holidays Observed at CPR</u>	<u>CANADA – All Employees</u>
<u>Name of Holiday</u>	<u>Date Observed at CPR</u>
New Year's Day, January 1	Monday, January 2
Day after New Year's day, Jan 2	Tuesday, January 3
Good Friday, April 6	Friday, April 6
Victoria Day, May 21	Monday, May 21
St. Jean Baptiste, June 24	Monday, June 25 (Quebec only)
Canada Day, July 1	Monday, July 2
Civic Holiday, August 6	Monday, August 6
Labour Day, September 3	Monday, September 3
Thanksgiving Day, October 8	Monday, October 8
Remembrance Day, November 11	Monday, November 12 (exc. Quebec)
Christmas Day, December 25	Tuesday, December 25
Boxing Day, December 26	Wednesday, December 26

General Holiday payment entitlement is based on the eligibility criteria specified in the TCRC Collective Agreements. In order to qualify for a General Holiday payment you must meet the requirements set out in the applicable collective agreement.

You are reminded that General Holiday payments are automatically generated by CMA. However, should your claim not auto generate five (5) calendar days after the date the General Holiday is observed and you meet the specified criteria outlined in the applicable collective agreement, you may enter your own "SH" claim into CMA. The "SH" claim code is a dollar based claim code (refer to CMA MAC4 Screen 12 PF10 for a list of claim codes). Please do not submit an "SH" claim prior to five (5) calendar days after the General holiday observation date, as doing so may result in duplicate payment and delay to the processing of your General Holiday payment.

Employees submitting an "SH" claim are responsible to review their timeslips and deposit notification for any possible overpayments and/or underpayments and report them at their first available opportunity (via IP Claim in CMA, phone (VRU) or e-mail).

Employees who are cancelled on their respective yards or assignments on a day(s) **other than the general holiday** but because of the general holiday and are entitled to a cancellation payment may submit a "CJ" claim for that (those) day(s). Overtime paid will only be applicable on the observation date(s) for the General Holiday.

Kent S. Cook
Manager Audit - CMC