

CMC 228-20 ATTENTION ALL RUNNING TRADES - CANADA

SUBJECT: 2021 GENERAL HOLIDAY SCHEDULE - ALL REGIONS

<u>2021 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	Friday, January 1
Day after New Year's Day, Jan 2	Monday, January 4
Good Friday, April 2	Friday, April 2
Victoria Day, May 24	Monday, May 24
St. Jean Baptiste, June 24	Thursday, June 24 (Quebec only)
Canada Day, July 1	Thursday, July 1
Civic Holiday, August 2	Monday, August 2
Labour Day, September 6	Monday, September 6
Thanksgiving Day, October 11	Monday, October 11
Remembrance Day, November 11	Thursday, November 11 (not Quebec)
Christmas Day, December 25	Friday, December 24
Boxing Day, December 26	Monday, December 27

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

You are reminded that CMA automatically generates some General Holiday payments. 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 collective agreement, **you are required to 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.