



Seniority Review Request

Name: _____ HRID #: _____

Members may request to have their seniority date revised to reflect work within the CUPW bargaining unit under these two conditions:

1. The break in service (employment) with Canada Post cannot be more than 9 1/2 months; and
2. The work that was performed must have been within the CUPW bargaining unit.

When requesting a seniority date review, the burden to prove their seniority date should be revised falls to the member. This means it is the responsibility of the member to provide the necessary documentation and/or information to substantiate the date of revision that is being requested.

Documentation is needed to support the seniority revision of a CUPW bargaining unit member. Such information may include but is not limited to:

- A letter of offer of employment
- An orientation letter indicating the start date of your name being added to the Christmas Casual List
- A copy of the Code of Conduct letter displaying your signature and date
- A copy of the Tampering of the Mail letter displaying your signature and date

It is recommended that members request to see their personal file, in particular, their payroll file and/or their benefits file to look for supporting documents.

It is also recommend that members request a copy of the **Overview Organizational Assignment** snapshot from the SAP system from their supervisor. This may indicate the member's employment history with Canada Post and may be useful in supporting their claim.

Without the necessary back-up, the Union will not be in a position to process your seniority revision request.

Please note there can be a difference between a member Seniority Date and their Continuous Service Date.

Seniority Date: this is the date that indicates the first date of hire in the CUPW bargaining unit. A member's seniority date is used for bidding on assignments, changing classification, or post offices. It determines the member's position on an equal opportunity list and what order to bid on vacation.

Continuous Service Date: this is the date that indicates the first date of hire at Canada Post without a break in service. A member's continuous service date is used for determining how many weeks of vacation leave a member is entitled to including preretirement leave.

Please fill out this form and attach it to your supporting documents.

Name: _____

HRID #: _____

Mailing address: _____

Phone number: _____

Current work location: _____

Classification: _____

What is your current seniority date? _____

What is the seniority date is you think you should have? _____

Please provide an explanation of why you want a seniority review. _____

Please tell us when you worked for Canada Post prior to the date of your current seniority date, and what job you were doing: _____

Have you ever had a seniority review before? If so when? _____

Have you ever had a break in service? If so when? _____

Have you ever resigned? If so when? _____

Have you ever had a Switched bargaining units? (RSMC, volume counting, supervising etc.) If so when?

Have you ever taken leave without pay for care and nurturing for a period of three months or more?

If so when? _____

Is there any additional information you wish to add? _____

Signature: _____ Date: _____

***Request your personal file from the employer and get a copy of all of the documents in your file. Include these when you submit your seniority review request.**

Seniority Revision Request Checklist

Have you attached some of the following documentation to substantiate your request for seniority revision:

- A letter from Canada Post offering you employment for this period.
- A letter of reference from a supervisor for this period of time.
- A record of employment (ROE) from CPC for this period of time.
- A CUPW union card or record of payment of CUPW Union Dues.
- An orientation letter indicating the start date of your name being added to the Christmas Casual List.
- A copy of the Code of Conduct letter displaying your signature and date.
- A copy of the "Tampering of the Mail" letter displaying your signature and date.

Please photocopy your documents and attach them all to this form, and submit it to the Local Office for verification. They Local will forward it to the Regional Office for review.