

# BULLETIN INFORMATION

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<b>DATE:</b>	October 31, 2023	<b>TYPE:</b>	Information	<b>NUMBER</b> :	037-23
<b>SUBJECT:</b>	Submitting SL and PL Claims				

## DETAILS

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Attention: All Train and Engine Employees

When submitting a claim for paid medical leave pursuant to the Canada Labour Code, employees must enter a “SL” Claim Code in order to generate payment, subject to eligibility.

When submitting a claim for paid CLC days, employees must enter a “PL” Claim Code in order to generate payment, subject to eligibility.

Submission of these claims for payment MUST be entered in the pay period you have booked sick, or have taken the CLC day(s).

**If there are any sick days or CLC days that have been taken in 2023, but have not yet been claimed, these MUST be submitted by November 14, 2023.**

**Failure to submit claims on time will be audited and may result in the claim being declined.**

It is your responsibility to ensure that you are fully aware of and comply with the Canada Labour Code provisions surrounding paid medical leave and associated time off.



