

	August 15th, 2023	TYPE:	Information	NUMBER:	LR-012-23
SUBJECT:	Lost Wage Type Claims and Duty & Rest Period Rules				

## DETAILS

### **Attention – Canadian TCRC T&E Employees**

When submitting Lost Wage Type Claims of any kind, employees must ensure that the lost wages they are claiming reflect work that they could have performed under Duty & Rest Period Rules (DRPR) provisions (e.g. Maximum On Duty Times or Mandatory Off Duty Times) or the Subdivision Run Time provisions of the Collective Agreement.

Lost Wage Type Claims include but are not limited to;

- Bereavement Leave (BL)
- Held for Company Service (HC)
- Health and Safety (HS)

For any Lost Wage type claim employees are obliged to ensure appropriate DRPR / Hours of Service Restrictions are understood and reflective in the wages lost calculation prior to their submission for payment.

#### Example:

An employee is on Company Business and their turn is carried by an employee who works a tour of duty. Within six hours of their return the vacant turn is carried out again by another employee. The same employee could not work the two tours of duty under DRPR regulations, therefore the employee on Company business may not claim lost wages for the second trip in this example.

All employees are reminded to be accurate and vigilant with their timeslips.

All claims associated to you are your sole responsibility. You are your own timekeeper.

Refer to your Honour System Manual and applicable Bulletins for proper claim submission.

It is not an acceptable defense to claim you did not have or were not familiar with this manual. You must know and apply its contents.

If you are unsure of your entitlement to a claim, you must use the Interpretative (IP) Claim Code within the “Interpretive Claims” System.

All employees are reminded of their responsibility under the Honour System to ensure that their wage claims are submitted accurately.

You must make every effort to understand and apply your Collective Agreement, Method of Pay, Instructional Bulletins, and Local Rules correctly.

Labour Relations  
T&E Payroll Audit  
**Canadian Pacific**