

**Human Resources**

<b>Policy No.</b>	<b>Revision Date</b>
204.07	January 1, 2004

**Section Title:** Compensation & Benefits

**Subject:** Service and Bridging

**POLICY PURPOSE**

This policy describes employee service dates for the sole purposes of pension and other benefits.

This policy applies to Manitoba Telecom Services Inc., MTS Communications Inc., and MTS Media Inc. (“MTS”).

**POLICY****Continuity of Service:**

1. Continuity of service (COS) is defined as an unbroken period of time of employment with MTS. The COS date is the date the employee was last employed by MTS or a “Participating Employer”. An employee’s COS date is used in the calculation of Continuous Service, as defined in the MTS Pension Plan, to determine his/her eligibility for an unreduced pension benefit. Where the COS date differs from the Pension Start Date, a review of the employment history is undertaken to determine possible prior non-pensionable credited service.
2. The COS date is also used in conjunction with the Net Credited Service (NCS) date to calculate eligible service in determining an employee’s retiring allowance limit. The COS date may differ from the NCS date by reason of the accumulation of two or more broken periods of service or the deduction of specified periods of absence when computing an employee’s net credited service.
3. Continuity of service is broken when an employee:
  - Resigns or is dismissed or released;
  - Fails to return to work, or fails to report the inability to work following a leave of absence or in response to a recall notice following a layoff;
  - Has been laid off permanently; or
  - Rejects an offer of work in response to a final recall notice following a layoff.
4. Re-engagement following a break in service constitutes a new period of continuity of service.

**Net Credited Service:**

1. Generally, NCS is determined in accordance with the relevant collective agreements. An NCS date will not change for the following reasons:
  - Sick Leave (paid or unpaid);
  - Maternity, Paternity & Parental Leave (paid or unpaid);

- Union Leave;
- For each occurrence of an authorized leave of absence , up to and including, 30 days;
- An MTS initiated leave of absence;
- Military leave or leave for National Defense purposes.

### **Bridging of Net Credited Service:**

1. For the purpose of net credited service, a regular employee is allowed to accumulate separate periods of regular or term service providing:
  - An employee had a period of regular part-time or regular full-time service of at least six months before service was interrupted;
  - The employee has completed four years of continuous service since service was last broken; and,
  - The period or periods of service being considered do not predate a break in service which exceeds four years.
2. When service is bridged, a revised NCS date is established with the period or periods of absence being treated as deductible absence.

## **REFERENCES**

### Policy History:

1. General Circular No. 204.22 – “Net Credited Service and Bridging” rescinded effective January 1, 2004

### References:

1. MTSC/IBEW Collective Agreement
2. MTSC, MTSM/TEAM Collective Agreement
3. MTSM/CEP Collective Agreement
4. MTS, MTSC/CEP Collective Agreement