

Inter-Office Memo

Date: March 15th, 2013

To: All Employees

From: Human Resources

Safety Footwear

Effective March 8th, 2013, employees, upon submission of a receipt to Finance, will be reimbursed for CSA-approved safety footwear, to a maximum of \$75 for each year up to \$150.00 for each of the two year periods spanning the life of the contract (March 8th, 2013 to March 6th, 2015; March 7th, 2015 to March 6th, 2017; March 7th, 2017 to March 6th, 2019).

The following table illustrates how safety footwear reimbursement is administered:

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
March 8 2013 to March 6 2014	March 7 2014 to March 6 2015	March 7 2015 to March 6 2016	March 7 2016 to March 6 2017	March 7 2017 to March 6 2018	March 7 2018 to March 6 2019
\$75	\$75 plus any unused portion from Year 1 only	\$75	\$75 plus any unused portion from year 3 only	\$75	\$75 plus any unused portion from Year 5 only

The claim must be accompanied by the original proof of purchase of CSA-approved safety footwear.

Please contact HR should you have any questions.

Sincerely,

The HR Department