



March 30, 2020

Dear Local 1004 City and Parks members,

If you have not used your **2019 CTO** by March 31, 2020, it would normally be due for payout after March 31, 2020.

The Union asked the Employer to delay this payout, to ensure members would be able to use this time before they would be considered laid off.

If you want your 2019 CTO be paid out, please specifically request payment on or before April 23, 2020, and you will receive your 2019 CTO payout in May 2020. This is a one-time option only.

Please speak to your superintendent or supervisor and fill out the Employer's form if you want your 2019 CTO to be paid out. If you want to retain your 2019 CTO, you do not have to complete any form.

If you do not request a 2019 CTO payout, it will be available in the event of layoff as part of the COVID-19 Framework LOU; or paid the following year after March 31, 2021. 2020 CTO is available in the event of a layoff, or it will be paid out as usual after March 31, 2021.

In Solidarity,

Andrew Ledger
President, Local 1004