

**Trades Employees at Victoria Shipyards**  
**Voluntary Layoffs and Non-Voluntary Layoffs – Resulting from COVID 19**

Employment Insurance (EI) may provide benefits for Seaspan employees who elect to take a voluntary layoff or those laid off due to a workforce reduction provided they are eligible for EI. Seaspan uses the same reason code on your Record of Employment (ROE) regardless of whether you were laid off (i.e. you had no choice) or whether you elected to take a voluntary layoff.

If you opt for a voluntary layoff or are laid off due to workforce reduction, you can apply for EI benefits even if you have not yet received your ROE from Seaspan. Seaspan submits your ROE electronically to Service Canada. Once the ROE has been submitted, you will be able to access your ROE online for viewing and/or printing. Please be advised the Company is experiencing difficulties accessing the Service Canada website and processing ROE submissions. Accordingly, there may be a delay in submitting your ROE.

**Banked Overtime and Banked Vacation**

If you are laid off and you do not have banked overtime or banked vacation, your ROE will be processed as soon as possible.

If you have banked overtime and/or banked vacation, the Company will pay out your bank(s) at a maximum of eighty (80) hours every pay period (i.e. 40 hours per week) until your bank(s) are exhausted. Once your bank(s) are exhausted, you will be removed from the payroll and Seaspan will issue your ROE.

If you want your banked overtime and/or banked vacation paid out in a lump sum, you must send an email to payroll at [hourlypayroll@seaspan.com](mailto:hourlypayroll@seaspan.com) **within two (2) business days of your layoff**. Any request for a lump sum payout or a payout of more than eighty (80) hours in a pay period must be made by email. Payroll will not take any requests for lump sum payouts or increased payouts over the telephone.

Banked overtime and/or banked vacation cannot be saved for when you return to work at the shipyard. All banked overtime and/or banked vacation must either be used to defer your effective layoff date or paid out at the time of your layoff. The choice is yours.

**Accrued Vacation**

If you are laid off and if you are accruing vacation for use after July 1, 2020, your accrued vacation will not be paid out at this time. If you want your accrued vacation paid out you must send an email to payroll at [hourlypayroll@seaspan.com](mailto:hourlypayroll@seaspan.com). Any request for payout of accrued vacation must be made by email. Payroll will not take any requests for payout of accrued vacation over the telephone.

**Important Note:** Any lump sum payout of banked or accrued vacation will impact your EI benefits. The lump sum amount paid out for banked or accrued vacation must be reported to Service Canada by Seaspan as “earnings” on your ROE and could impact when you start receiving EI payments.

**For Employees Who are Currently on Unpaid Leave of Absence or Using Banked Vacation or Banked Overtime**

If you are currently on an unpaid Leave of Absence (for any reason) or using your overtime and/or vacation banks you have the option to maintain what you are doing or taking a voluntary layoff. If you elect to take a voluntary layoff, and have banked overtime and/or banked vacation, it will be paid out in accordance with the above.