



To: All Hourly and Salaried Bargaining Unit Employees
Date: September 17, 2020
Subject: **COVID-19 Downtime Paid Absence (CPDA) Payment**

Due to the unique circumstances surrounding COVID-19, Ford Motor Company of Canada, Limited temporarily suspended some of its operations earlier this year, resulting in the layoff of employees. Recognizing this special circumstance, for the period between **Monday, April 13, 2020 to Sunday, June 7, 2020 (Pay Periods 17 – 24)**, the company will be paying eligible seniority employees who were laid off **due to COVID-19**, forty (40) hrs pay at 75% of the employee's hourly wage rate under this special CDPA. This payment is being made under the provisions of the federal government's Canada Emergency Wage Subsidy (CEWS) program. Payment will include Cost of Living Allowance (COLA) but exclude premium payments such as shift premium in effect on the employee's last day of work.

Accordingly, payment will be processed as a retroactive adjustment and be paid on September 17, 2020. Employees who were in receipt of SUB benefits as a result of being laid off due to COVID-19 for any week between April 13, 2020 and June 7, 2020 will have their SUB monies deducted from the CDPA adjustment. On your pay statement, the retroactive payment will be identified as "CDPA" and the SUB deduction will be shown as "Recovery".

Employees in receipt of a retroactive payment applicable to a pay period for which the employee has received either an Employment Insurance (EI) or Canadian Emergency Response Benefit (CERB) payment from the Government of Canada, will be responsible for return or repayment of such payment to the Government, including reporting and reconciling the overpayment of benefits. Please see the attached link from Service Canada concerning the repayment of the CERB benefit:

<https://www.canada.ca/en/revenue-agency/services/benefits/apply-for-cerb-with-cra/return-payment.html#h4>

Please direct any question or concerns to your local Human Resources Office.

Thank you.

David Nangini
Union Relations Manager