



AVRO AIRCRAFT LIMITED

BOX 4004
TERMINAL 'A'
TORONTO, ONT.

March 5th, 1959.

TO: ALL LAID OFF PLANT AND STAFF PERSONNEL

Enclosed herewith is your cheque covering Severance Pay, Retro-Active Pay (Staff Personnel only) and Bond Refunds, together with any adjustments that are applicable in your case. Also enclosed is your Separation of Employment Notice.

An explanation of your cheque is as follows:-

<u>COLUMN USED</u>	<u>EXPLANATION</u>
N.S. Prem	Entitlement to 1 or 2 weeks Severance Pay
Wages	Severance Pay
Blank	Retro-Active Pay
Bonus or Adj.	Travel Pay, Flight Bonus, Overtime Adjustments etc.
Bonds/Housing	Bond Refunds
Misc. Deductions	Cash Advances, Garnishees, Unemployment Insurance Delinquency etc.

Vacation Pay benefits will be forwarded to you as soon as possible, from which will be deducted, any Travel Advances still owing, Personal Telephone calls etc..

The Industrial Relations Manager has asked me to include the following notice:-

"Group Insurance benefits to laid-off employees are extended to 31 days after the last day an employee was paid by the Company. By this we mean that for those who were laid-off on February 20th, 1959, the expiry date of benefits for employees given one weeks pay in lieu of notice (less than five year's service with the Company), will be midnight, March 30, 1959. The expiry date for those given two weeks pay in lieu of notice (more than five year's service with the Company), will be midnight April 6, 1959. Conversion rights are similarly extended and premium payments must be in the hands of the Insurance Carrier by the respective dates".

Yours very truly,

AVRO AIRCRAFT LIMITED

R. W. Armstrong,
Paymaster.

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