



February 23, 1959.

LAYOFF INFORMATION

Due to the sudden termination of the Arrow Contract and the separation termination of all employees, it will not be possible to conduct separation interviews in the normal way. This means there will be no exit interview at the Employment Office.

The purpose of this notice is to give you the information that you would normally be furnished with at the time of interview.

Your date of termination is February 20, 1959.

PAY

Pay for the week ending February 20th, 1959, will be paid by cheque and mailed by registered mail to the latest recorded address.

All employees will be paid one or two weeks pay in lieu of notice, whichever is applicable according to the provisions of our Collective Agreements with Lodge 7.7 and Lodge 2030. This will be mailed to you as soon after the earned pay as possible. It will include bond contributions, and vacation pay.

UNEMPLOYMENT INSURANCE

Facilities have been arranged with the Unemployment Insurance Commission to register for employment and Unemployment Insurance Benefits in Bay 3 on Monday, Tuesday and Wednesday, February 23rd, 24th and 25th. Those persons who do not register here should report to their own local office of the Commission. All Unemployment Insurance books in the hands of the Company are being forwarded to the Commission. It is not necessary to have your book before reporting to the Commission, your Unemployment Insurance number is sufficient.

RECALL RIGHTS

All employees with recall rights will be listed as "Terminated by Layoff, February 20, 1959" and recorded in the classification and Occupational Group they held on that date. They will receive a Separation of Employment form showing this information with their final pay.

TOOLS AND PERSONAL BELONGINGS

Should you have any Company tools out of stores, you must return them to the stores between 8 A.M. and 4 P.M. on Monday, Tuesday or Wednesday, February 23rd, 24th or 25th. Failure to do so will result in your final pay being held until this is done. Personal tools must be cleared through the tool cribs and personal property passes obtained. Personal belongings other than tools must be cleared through your own Departmental Supervision.



BADGES

You may return your Identification Badge when you hand in your personal property pass at the plant gates. For those who fail to turn in their badge at this time, return addressed envelopes will be included in your final pay package.

GROUP INSURANCE

All Group Insurance Benefits continue for 31 days following February 20th, 1959. Should claim forms or information be required, kindly phone or write the Employee Services Department at Avro. Conversion forms for individual medical and surgical coverage may be procured now by phoning or writing the Employee Services Dept. Be certain to inform us of the number of dependents you wish covered in order that your premium rate may be quoted in reply. Your conversion rights expire at Midnight, March 23, 1959, and your application and first premium payment must be in the hands of the Great-West Life Assurance Co., 320 Bay St., Toronto, by that time to be effective. Conversion on your Life Insurance coverage may be procured by March 23, 1959 by phoning or writing Mr. J. M. Tory, Manager, Queen Branch, Sun Life Assurance Company, 60 Victoria St., Toronto, Ontario (Empire 4-5141 - Local 270).

ONTARIO HOSPITAL PLAN

Along with other documents with your final pay, you will receive an Ontario Hospital Plan form #104 which will indicate the paid-up date of the Ontario Hospital Plan benefits. You should present this form to your next employer or to the Ontario Hospital Commission (the address is on the form) to arrange for 'pay-direct' benefit.

PENSION PLAN FOR SALARIED EMPLOYEES

A laid-off employee may elect the type of settlement he wishes in respect of his Retirement Plan contribution.

- (1) The Cash termination benefit.
- (2) Paid up deferred annuity.
- (3) Suspension

Those employees who are members of the Retirement Income Plan will receive full information and the necessary forms to elect one of these options by Registered Mail within the next few days.

E. F. ALDERTON,
INDUSTRIAL RELATIONS MANAGER.