

Service Date Glossary CMG Employees

	Continuous Service Date (“CSD”)	Recognized Continuous Service Date (“RCSD”, also called “Time Off Service Date” in Workday)	CMG Seniority Date
Who has one?	All employees including permanent, contract, short and long-term temporary employees.	All employees including permanent, contract, short and long-term temporary employees.	Permanent CMG employees <u>ONLY</u> . Non-permanent CMG employees do not have a Seniority date.
What is it used for?	<p>For CMG employees, CSD is used to determine an employee’s benefit entitlement. It is also the starting point for other date calculations (including RCSD and CMG Seniority Date).</p> <p>It is also the determining factor in granting Annual Leave requests, where two employees in the same unit request the same period of time.</p>	RCSD is used for determining an employee’s Annual Leave entitlement (ie how much AL an employee earns each year) and eligibility for Long Service Awards.	Seniority is used to determine an employee’s Workforce Adjustment (ie “bumping”) rights.
How is it calculated?	Continuous Service Date corresponds to the date of the first day worked without a break.	The RCSD/Time Off Service Date reflects an employee’s cumulative CBC service, and is a total of all days previously worked as an employee.	The CMG Seniority Date starts with the CSD, and then is adjusted to include all periods of employment with breaks of less than 4 weeks. Leaves Without Pay greater than one year are subtracted from the CMG Seniority Date.
<p><i>For any questions about your service dates and how they are calculated, please contact your HR Business Partner.</i></p> <p><i>Should there be any changes to this glossary, it will be communicated through iO.</i></p>			