Staff Public Transit Subsidy Program

During the rejuvenation project until 2021, all Employees will be reimbursed 25% of the transit fare when you choose to take public transit to work in lieu of driving.

Conditions for Reimbursement:

* Currently enrolled as a full time, part-time or casual employee.
* It is only limited to the enrolled employee’s usage and is non-transferrable.
* Method of reimbursement is dependent on the employee’s status and FTE.

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| Employment Status | Available Reimbursement |
| 1. Full Time & Part Time, 0.6 FTE and above
 | The lesser of:* 25% of maximum 2 regular single fares per day, Or
* 25% of 1 month pass (1, 2 or 3 zones)
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| 1. Part Time, below 0.6 FTE & Casual
 | The lesser of: * 25% of maximum 2 regular single fares per day, Or
* 25% of a monthly pass (1, 2 or 3 zones) in proportion of days worked at Villa Cathay\*\*
	+ \*\*For every work day using public transit, indicate $3.00 = 1-zone, $4.06 = 2-zone & $5.55 = 3-zone
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Please note:

* \*\*Extra added fares in addition to monthly passes are at the expenses of the Employee.
* The $6 deposit to acquire the Compass Card is not eligible for reimbursement.
* Lost Compass Cards are the responsibility of the Employee.

Reimbursement application process:

* The forms can be acquired from the receptionist desk in a **YELLOW** folder.
* Please attach receipts to the back of the form and leave them on **Susannah Yip’s** desk.
* Clearly indicate your status, shift (ie. 2B, 4C, 10A), receipts and dates associated with each receipt using the Transit Reimbursement Form. Please remember to sign the form.
* The approved amount will be reimbursed through payroll process. This reimbursement is a taxable benefit per the tax regulation.

員工公共交通方案補助申請辦法

直到2021年，我们会实行一个公共交通補助計劃。如果员工选择坐公共交通工具(Translink)上班，華宮安老院会補助交通費用的四分之一。

補助資格:

* 現任的正職員工，包括全職，半職和临时员工
* 只限本人使用的交通費用，可以申請補助。
* 補助的金額是依照員工的FTE決定。

|  |  |
| --- | --- |
| 員工职位 | 補助金额 |
| 現任全職員工，現任0.6 FTE 或以上的兼職員工 | * 每天最多2张单程车票费用的四分之一, 或
* 月票費用的四分之一 （一，二或三区）

以較低價者為準 |
| 現任0.6 FTE以下的兼職員工或临时员工 | * 每天最多2张单程车票费用的四分之一, 或
* 按上班次数比例和月票費用的四分之一 （一，二或三区）
	+ 若买了月票，一天上班的交通费用请写$3.00 = 一区, $4.06 = 二区, $5.55 = 三区

以較低價者為準 |

请注意：

* \*\*若买了月票，额外增加的票价费用是员工自付的。
* 申请Compass Card 的$6押金全员工自付。还卡时Translink会全退回存款。
* 保管Compass Card 是员工责任。

補助的申請辦法:

* 表格已放在前台，在黃色文件夾裡。
* 申請表和交通收據必須在截止日期前交给行政辦公室里的**Susannah Yip**，逾期将喪失申请補助的資格。
* 使用員工公共交通方案申請補助时，请確切地將所需要的員工資料填寫正確，並附上所有的相關收據。
* 將您的收據依時間次序編號。若是临时员工，请在收据上写轮班号 （如，4C）。
* 審核完畢後，補助的金額會透過出糧的方法核發給該申請人。根據加拿大稅務局的規定，這項補助必須是需課稅的員工福利。