

# Physical Wellness Program

## Am I eligible for this program?

All permanent salaried and unionized employees, full-time or part-time, who are working for CAE Canada Inc. or its Canadian subsidiaries are eligible.

## What is the program about?

- CAE subsidizes 50% of the cost of the employee's membership fees for physical wellness activities, up to a maximum of 240\$ per calendar year (amount before taxes).
- Only physical wellness activities offered by a recognized fitness centre or organization such as city, a school or a certified individual are accepted.
- Sport equipment is not admissible for reimbursement under this policy except bicycle if the employee signs the form in Appendix 2 of the [Policy](#) in which they pledge to go to work by bicycle at least once a week between the months of May and September.
- The following physical wellness activities are admissible : aerobics, athletics, ball games, climbing, cycle sports, dance, ice sports, martial arts and combat sports, personal trainer, racquet sports, skiing and snow sports, water sports, yoga, pilates, spinning and other physical conditioning activities.

## How can I get a reimbursement?

- Sign a contract, pay the membership fee for an admissible physical activity and get a receipt.
- Submit a separate expense claim via [Concur](#) :
  - Select expense type *Fitness Program*.
  - Provide a copy of the contract along with the receipt detailing the full annual amount paid.

### Important:

- Claim must be over the total amount of \$25 before taxes.
- Amounts can be claimed max. 4 times a year.
- Amount from the previous calendar year must be claimed before the end of the fiscal year.
- In the event of resignation, a percentage of the reimbursed amount must be paid back.

Consult the [Policy](#) for additional information.