



SECRETARÍA DE  
RELACIONES EXTERIORES

**SRE**

# **Consulate General of Mexico's Guidelines for the Seasonal Agricultural Workers Program 2010**

To be use only by SAWP recognized parties  
(Reproduction of these forms and documents is not allowed unless written authorization issued by the  
Consulate of Mexico in Vancouver.)

# **1. PLANNING AND FOLLOW UP ON YOUR LABOR NEEDS**

Employers should start planning their request to Service Canada with at least three months in advance. Apply to Service Canada as early as possible to ensure workers arrive by the date they are required. Service Canada processes applications within 15 working days of receipt your application.

Mexico's Ministry of Labour requires at least 20 working days to support workers documents filing .

Request to postpone arrival, request for an earlier arrival or cancellation of arrival requires 10 calendar days prior to the schedule arrival date.

Take a note that Western Agricultural Labour Initiatives (WALI) is the only private operational third party authorized by the government of Mexico. WALI is under the BCAC umbrella.

**Named workers:** To ensure engagement of named workers it is important to state on your Service Canada application the full name of the worker as it is shown in the Mexican passport including his STPS code number.

Mexico's Ministry of Labour (STPS) has the commitment to send a full crew as per your request. When named workers are not available a substitute will be sent. When a substitute is sent:

- You can not refuse them at the port of entry or
- once they have been scheduled to travel

The only way to prevent that to happen is to ensure when filing your application with Service Canada that you express your preferences on **special request**.

Example:

- ✓ Please do not substitute my named worker;
- ✓ I will wait for him/her until ready.
- ✓ I provide an alternate name in case my first named worker is not available.

Mexico Ministry of Labour's Advisor will follow up with this information to organize your team.

In the event that workers assure you that Ministry of Labour has not contacted them, may be due to:

- ✓ You provided Service Canada with a miss-spelled name.
- ✓ The STPS code is missing

The worker in turn needs to follow up with Mexico's Ministry of Labour instructions at their home State by visiting Mexico's Employment Center and/or by phoning the 01 800 841 2020. Phoning this toll free number the worker will receive information about your requisition, work permit authorization readiness and flight date.

A worker ready to travel has to have a medical examination, be a holder of a current passport with Visa and a Work Permit.

Take a note that the Consulate of Mexico does NOT have contact with the workers in Mexico for recruitment purposes. It is the workers duty as soon as he returns to Mexico to follow up on the paper work that will prepare him to travel back to Canada.

Please bear in mind that the workers have the last word regarding choice of employer as well as the length of their stay prior to signing their contract before STPS.

## **Travel Arrangements:**

**From Mexico City to Vancouver:** Contact Mexicana Airlines or Mi Tierra Holidays

Due to the fact that most common airfares offered via internet, newspaper promotions, etc. are not as flexible as the ones negotiated for the Seasonal Agricultural Workers Program (SAWP) we strongly discourage you to use the internet option or any other travel agency.

A careful follow up needs to be done to ensure workers arrival, booking internet reservation with wrong names and restricted conditions create a disruption to Mexico's Liaison Office at Mexico's International Airport; for Mexico's Ministry of Labour creates a disruption on the engaging process and cause aggravation to the workers and additional expenses to you.

Negotiated airfare with Mexicana Airlines regarding the Season Agricultural Workers Program allows change in the reservation, change on traveling dates and refund credit for future bookings, and additional luggage allowance.

Take in consideration that your guest workers travels from their home state to Mexico City this portion of the traveling is at the workers expense and may involve as much as 17 hours ground transportation. Last minute cancellations or postponed arrival when worker are already traveling from their home towns to Mexico City impose an additional unnecessary expense to the worker.

Remember that 10 calendar days are needed to cancelled or postpone the workers arrivals.

**From Vancouver to your Home City or Town:** Please remember that if you are booking a connecting flight for the worker to travel from Vancouver to your home town or city you should consult with the Airport Logistics Representative at the Consulate about timing. Take a note that "Mi Tierra Holidays" provides additional support for ground transportation.

## **Worker did not travel on scheduled date**

- ✓ Check with Consulate of Mexico's Representative at the airport if he was informed of the reason for the worker missing boarding the plane.
- ✓ Follow up with the Consulate of Mexico via e-mail [fmartinez@consulmexvan.com](mailto:fmartinez@consulmexvan.com) or fax 604 684 2485 to review the case of the non arrival and take a decision how to proceed.

- ✓ Once you have taken a decision, check with Mexicana Airline or with Mi Tierra Holidays the situation about the ticket, credit or any clarification in regards to the airfare.

## **2. HOUSING & EVERYDAY LIVING**

### **Worker Arrived**

- ✓ The workers had a long trip. Some have been traveling for more than 24 hours. Please take them to have a meal.
- ✓ We suggest having the first day mostly for administrative issues. Access to banks to open an account, preferably a savings account that do not generate maintenance fees and support the cashing of the payroll.
- ✓ Please advance money to the workers, and take them to buy groceries. The workers need to buy food for the next two weeks. Also please let the workers know when the next day of shopping is going to be, so they can buy the appropriate amount of food.
- ✓ Review everyday duties. It is recommended to have a printed version of rules and work standards.
- ✓ Ensure that your foreman develops a relationship that includes equal and fair treatment among all your workers.
- ✓ Ensure that your Mexican workers when sharing duties with other worker receive equal and fair treatment among themselves.

**You have you accommodation inspected and approved:** Housing is ready for your workers; however keep in mind that your **company becomes a second home for your temporary guest Mexican workers**, the Consulate of Mexico advices you, as a good practice to retain your employees, to support them with the following:

- ✓ Provide an accommodation with individual beds, with clean mattresses, clean bedding sheets and pillows. Workers are not to sleep on the floor or mattresses that are resting on the floor.
- ✓ The accommodation also should include at least a shower and a bathroom for every 5 or 6 workers.
- ✓ A place to store their personal belongings.
- ✓ Washer and drier free of charge.
- ✓ Since workers are away from their families a TV and/or any other form of entertainment, is convenient for them to pass the rest of the time after working hours.

- ✓ Make sure that there is enough fridge storage space since it is customary to do grocery shopping every 10 or 15 days.
- ✓ Each worker is interested in dealing with their own cooking affairs separately. A burner per worker should be available or staggering their meals could be organized. Ensure enough pots and pans to cook, cups and dishes in good condition.
- ✓ Blenders are very common in Mexico's cooking utensils, they are used constantly in a variety of meals.
- ✓ Ensure that they have access to buy toiletries, long distance telephone cards, to send funds to their family in Mexico, etc.
- ✓ Provide them with proper housing environment, having garbage, old equipment, discarded stoves and fridges is not advisable, it attracts rodents and develops unhealthy surroundings.
- ✓ Provide the workers with enough containers, good size for recyclables and later discard.

Housing is a critical issue that may or may not make an amicable place for the workers to stay and fulfill their contract.

#### **House rules**

- ✓ It is advisable to provide the workers with a Spanish version of the house rules regarding cleanliness, safety and discipline issues.
- ✓ Rules should be posted on a visible space for the workers to remember them.
- ✓ Upon their arrival please discuss with them how to follow up with those rules.

With the understanding that there is a normal wear and tear, when workers leave, they should be able to hand back to you the accommodation and utensils in a good stand for that purpose you should handle them clean and in good working condition as well.

#### **Access to a Telephone**

- ✓ The workers are interested to keep in contact with their families, in order to do that they will be using a pre-paid calling cards with services directed to Mexico or Latin-America purchase while they are in Canada.
- ✓ It is important to have access to a local service telephone free of charge.
- ✓ Restrict the service to local calls.
- ✓ Worker should be allowed and have access to call the employer and this Consulate.

### **3. LABOUR RELATIONSHIP**

**You have a worker for the first time:** Although Mexican workers have been selected on the basis of agricultural experience, we highly recommend you to provide the workers with two or three days of proper training. Explain the worker what he/she needs to do, and make sure that the worker clearly understands what he/she is being asked to do.

Don't take for granted that workers understand right away the responsibility you are relaying on him, when misunderstanding arises, the best option is to call the Consulate to assist you with clarifications.

### **Safety at the worksite**

- ✓ It is advisable for you to contact FARSHA at the beginning of the season to request a training to the worker.
- ✓ FARSHA would conduct an Spanish explanation of the most common issues related to your operation that may affect the workers safety.
- ✓ Preventing accidents or injuries related to work may save you time and money and better relationship with your worker.
- ✓ You may send an e-mail to: [farmasafe@farsha.bc.ca](mailto:farmasafe@farsha.bc.ca); call: 604 881-6078; or fax: 604 881 6079 to schedule a visit to your farm.

**Consular Visit:** To strengthen communication channels among participating parties the Consulate Officers conducts regular visits to the farms. ID of the Consular's Officer visit team will be available on request.

- ✓ During such visits, consular officers will conduct interviews with workers to identify questions and possible concerns in order to be able to better respond to the worker's needs and support requests.
- ✓ Consular visits are an opportunity for employers to exchange information and address concerns in a more direct way.
- ✓ A report of each visit must be completed by the consular officer to register his/her intervention and the employer to state his comments.
- ✓ Telephone intervention & mediation is conducted as well, compliance and respect is considerer an important component of the relationship.

### **Double arrival**

- ✓ It is not regulated in the Employment Agreement; however a number of workers are willing to pay their airfare back and forth to Mexico in order to solve personal issues.
- ✓ The Consulate of Mexico does not guarantee the workers to return to Canada. It is a private agreement between you and your employee.
- ✓ When double arrival takes place, the Consulate of Mexico advises the worker to report themselves to Mexico's Ministry of Labour in order to include them in the arrival manifest and support the logistics for returning to Canada.

## **4. SOCIAL INSURANCE NUMBER**

Mexico's Ministry of Labour fills out the application for the worker's SIN; the workers sign it and deliver it at the Port of Entry. That application is sent for processing and you should receive the workers SIN card by mail.

In the event that you do not receive the workers SIN card and it is first time for the worker in Canada, approach a Service Canada office with the worker, his passport and his work permit and apply for it. Service Canada will send the SIN card by mail to your address.

If the workers have previously been in Canada, the SIN will remain the same. The employer needs to credit mandatory deductions to his account and keep a copy of his work permit for any Canada Revenue Agency Enquiries.

## **5. WAGES**

- ✓ Please be aware that the workers are to be paid a guaranteed minimum SAWP wage per hour (even if paid by piece work, the wage must be equal or greater than the amount paid hourly).
- ✓ Add 4% Vacation pay.
- ✓ Please inform workers in advance which day is going to be pay day. According to BC Labour Standards, the workers are to be paid at least twice per month.
- ✓ Avoid advances as payment replacement.
- ✓ Any transportation time between fields is at the employer's expense.

### **Direct deposit**

- ✓ It is advisable to open an account for each worker and deposit the wages directly to their bank accounts.
- ✓ It is also advisable that once the workers return to Mexico either they close their bank accounts or secure a savings account that will not cause service fees.
- ✓ Encourage them to use their ATM card

**Payrolls:** Payroll stubs need to be clear and state: wage per hour, number of hours worked, gross and net earnings. The deductions must be clearly stated. The employer is requested to forward a copy of the payrolls to this Consulate each month.

### **Deductions:**

**Income Tax:** All workers come with their TD1s (Federal and BC) fully authorized, and with the stamp from the Ministry of Labour. Please ask the workers for a brown/yellow envelope and keep a copy of their TD1s in your file. If you notice a missing stamp from Mexico's Ministry of Labour send those to this consulate in order to have them validated.

For Income Tax Returns we suggest using E. Babkirk Tax Preparation, an agency with many years of experience working with the SAWP.

E. BABKIRK TAX PREPARATION: Spanish speaking person on Tuesdays, Thursdays and Fridays from 1:00 to 5:00 in the afternoon (Martes, Jueves y Viernes de 1 a 5 de la tarde). Sundays from 10:00 to 2:00 pm (Domingos de 10 a 2 de la tarde). There is a Toll free # for the workers 1(866) 622-4588; Fax:

**Canada Pension Plan & Employment Insurance:** Same as Canadian workers. REVENUE CANADA: Ph. 1-800-959-2221 or <http://www.cra-arc.gc.ca/E/pub/tg/t4032bc/t4032-bc-09b.pdf>

**Private medical insurance – RBC:** You may deduct the premium at a daily rate fix every new season.

**\* Expenses Associated to the operation of the Program:**

✓ **Work Permit.-**

✓ **Housing.-** Deduct 7% of gross wages until the maximum allowed is reached. This is the same amount equivalent for transportation in the other provinces. In case of early repatriation this will be credited towards the workers return air fare.

**\* Please note the authorized amount under the SAWP Employment Agreement.**

## **6. MEDICAL COVERAGE**

**RBC INSURANCE COMPANY: Accidents/medical assistance non work related:** The Consulate of Mexico will send an arrival manifest to RBC Insurance and they will send you an invoice for the length of stay of your workers and request full payment. The Worker will reimburse you via payroll.

Please make sure that the workers receive immediate medical assistance when needed. Notify this Consulate within 48 hrs. maximum, of any health related incidents. Workers with health concerns or issues must not be returned to Mexico without reporting the case to the Consulate.

**RBC INSURANCE:** 1800- 387-2487 (Emergency, Hospitalization and claims)

**Penny Clearly,** Insurance Travel Div., Ph: 905 816-2427, fax: 905 816-2433; E-mail: [penny.clearly@rbc.com](mailto:penny.clearly@rbc.com)

Please note that work related injuries must not be reported to RBC. Those claims should be directed to Work Safe BC.

The worker should be aware that insurance coverage cease when there is evidence of having suffered an accident under the influence of intoxicating substances.

Workers without valid driver's license are not covered in case of an automobile accident if they are driving the vehicle.

**WORKSAFE BC: Accidents/medical assistance:** Remember that under Provincial Legislation, the worker may refuse any activities that might pose a threat to his or her physical integrity. Please note

that in the even of a work related injury or occupational disease, WorkSafeBC must be notified promptly.

Make sure that the workers receive immediate medical assistance when needed. Notify this Consulate within a maximum of 48 hrs after the occurrence. Workers with health concerns, issues, or pending treatment should not return to Mexico without reporting the case to this office. If you are a Telus Mobility, Rogers or Bell Mobility customer, dial #5377 on your cell phone. [www.worksafebc.com](http://www.worksafebc.com)

|                          |               |               |
|--------------------------|---------------|---------------|
| Mailing Address          | Fax           | Call Centre   |
| WorkSafeBC               | 604-233-9777  | 604-231-8888  |
| PO Box 4700 Stn Terminal | 1888-922-8807 | 1888-967-5377 |
| Vancouver BC V6B 1J1     |               |               |

In the event that worker show up under the influence of any intoxicated substance to work, please inform the Consulate of Mexico and prevent him to perform any job that may risk his health and safety.

## **7. CONTINUING WORKING IN CANADA**

**Contract Extension:** When work needs to be done and extends beyond the original date stated in the LMO, the worker may be requested to prolong his/her stay and the worker may agree, for that purpose a format with extension of the length of stay is required to be filed.

A worker is eligible for a contract extension only if he has not exceeded the 8 month period established in the SAWP Employment Agreement. Overstay will be considered a violation of the temporary work permit.

Both, worker and employer must complete and sign the corresponding form and fax it to the Consulate.

**Transfers:** SAWP enjoys flexibility for the workers and employers, however the best practice is to ensure that the worker and the employer are protected with the proper documentation.

“Lending” workers is a violation of the Immigration Act.; it is strictly prohibited in the SAW program. Transfer of workers is permitted when both employers belong to the program and transfer is pre-authorized by Service Canada and the worker agrees to it.

There is a trial period of 7 days for both the worker and the second employer. After the 8<sup>th</sup> day, the worker will be deemed as “named worker” of the second employer, and the receiving employer will be responsible for returning the worker to Mexico. The first employer must give a copy to the second employer of all earnings and deductions made to the worker.

**Receiving Employer:** contact WALL to apply for a Labour Market Opinion transfer authorization.

- ✓ Provide the number of workers you are requesting, their length of stay, sending employer’s name and any other requirement indicated by Service Canada.
- ✓ Transfer may take place once Service Canada approves and issues a LMO and a copy is forwarded to WALL.

**Sending employer:** once you receive the “Transfer Acceptance” form:

- ✓ Obtain the workers signature on the Transfer Acceptance Format and, if the worker requires more clarification, have him communicate his query to the Consulate at (604) 684 1859 ext 3055
- ✓ Send the “Transfer Acceptance”, signed by the worker and yourself to WALL –this can be done via fax or email.

**Receiving employer: upon the arrival of the worker, acknowledge the “Transfer Acceptance” stating the date of the worker’s arrival.**

- ✓ Upon the worker’s arrival, send a copy of the “Acceptance of Transfer” to the Consulate and another copy to WALL. Please note that the transfer will be considered effective only if the Consulate has received this document.
- ✓ Notify RBC Insurance of the arrival date and expected departure date. Tel: 1-866-530-6030
- ✓ Notify Work Safe of the arrival date and expected departure date.

## **8. BENEFITS**

**Parental Benefits:** Mexican seasonal workers are entitled to apply for the Parental Benefits within Employment Insurance. Parental benefits are granted up to 35 weeks to the workers.

**Requirements:**

- ✓ To have a wage decrease higher than 60% or to stop receiving such.
- ✓ To have 600 hours of work in Canada during the 52 weeks prior to the application
- ✓ It is possible to apply for this benefit for babies born after 1999
- ✓ Record of Employment
- ✓ File Direct Deposit Application Form

**Filing:**

- ✓ Requesto of Information about filing parental benefits: Diego Prieto.
- ✓ We suggest your assistance to the workers on this matter. It is considered a good management practice as it is very important that you and the worker agree on the dates when he will stop working and prospective dates to come back to work in Canada.

**Canada Pension Plan Benefits:** Most workers who participate in this program return to Canada every year, so many of them contribute enough to the CPP to receive benefits. Benefits include: retirement pension; disability benefits and survivors benefits.

## **9. END OF EMPLOYMENT AGREEMENT & WORKER RETURN TO MEXICO**

**Early return to Mexico**

- ✓ When the workers or the employer have taken the decision to an early termination of their working relationship reasons/motives need to be brought to the Consulate’s attention in order to include a Representative in the problem solving process.

### **Medical and/or personal reasons**

- ✓ When filing an early return due to medical reason it is important to attach the Doctor's opinion, once the terms and conditions of medical follow up has been discussed with a Consular Representatives.
- ✓ Workers are not encouraged to return to Mexico when a treatment has been schedules either by Work Safe of RBC unless the Consulate of Mexico and the worker had agreed on the terms.

### **Travel Arrangements From Vancouver back to Mexico**

- ✓ Some workers are interested in traveling directly to their home towns or a city near by.
- ✓ It is advisable to bring this to the attention to Mexicana or Mi Tierra in order for them to find an option for your worker.
- ✓ Remember the Consulate of Mexico must be informed of any workers return to Mexico.

Travel arrangements during weekends in case of emergencies only:

Mexicana Airlines: 604-658-2423  
De 9:30 a 11:30 AM  
De 8:30 a 11:30 PM

Mi Tierra Holidays: 604 837 8410  
When using 604 689 5571 leave a message  
there is a periodic check up on weekends.

### **Traveling from your farm to the airport requires:**

- ✓ To be at the airport three hours ahead of airplane departure time.
- ✓ Provide the worker with a written note in English about flight info.
- ✓ Provide cash for a taxi to the airport when arriving in Vancouver at the bus terminal.
- ✓ Mi Tierra offers ground transportation as well.

## **10. FOLLOWING SEASON RETURN TO CANADA.**

Employers must notify the Consulate of Mexico the date when the workers return to Mexico upon termination of their contract. The format called 'Notice from the Employer' is used for this purpose. A copy may be given to the worker and the original one is faxed to the Consulate of Mexico.

If you would like him/her to return to work for and the worker agree, provide him/her with an estimated date to travel back to Canada. The workers will in turn verify your final stated arrival date given to Service Canada and traveling date by calling the 1 800 841 2020 in Mexico.

Workers are required to report themselves with Mexico's Ministry of Labour (STPS) Employment Counsellor and provide the following:

- ✓ Income & expenses analysis,
- ✓ Description of his experience,
- ✓ Employers Evaluation
- ✓ Interest to return to work in Canada with you or with a different employer.

Workers have the prerogative not to return to work for you and ask to be relocated with different employer.

CONSULATE GENERAL OF MEXICO/CONSULATE GENERAL DE MEXICO  
VANCOUVER, B.C.



SECRETARÍA DE  
RELACIONES EXTERIORES

**SRE**

**ACEPTACION DE EXTENSIÓN DE CONTRATO  
CONTRACT EXTENSION ACCEPTANCE**

Trabajador

SI USTED NO ESTÁ DE ACUERDO EN LA EXTENSIÓN DE SU CONTRATO, **NO** FIRME ESTE DOCUMENTO Y COMUNÍQUESE AL CONSULADO TEL: (604) 684 1859 EXT 310. / If you disagree with the contract extension do not sign this document and call the Consulate at (604) 684 1859 ext. 310.

SI USTED ESTA INTERESADO EN EXTENDER SU COMPROMISO DE TRABAJO COMPLETE ESTE FORMATO CON AYUDA DE SU EMPLEADOR. / If you are interested in extending your commitment with your employer fill in this format with his/her support.

NOMBRE: / Name: \_\_\_\_\_ STPS CLAVE: / STPS Code: \_\_\_\_\_

ACTIVIDAD: / Producto: Invernadero/Greenhouse; \_\_\_\_\_ Vivero/Nursery; \_\_\_\_\_ Orchards/hortalizas; \_\_\_\_\_  
\_\_\_\_\_ Viñedo/Vineyard; \_\_\_\_\_ Berries; \_\_\_\_\_ Árboles frutales/Fruit Trees \_\_\_\_\_

FECHA DE INICIO DEL CONTRATO ORIGINAL / Original contract starting date: \_\_\_\_\_

EXTENSIÓN DEL CONTRATO DEL: / Contract extension from: \_\_\_\_\_ AL: / Until: \_\_\_\_\_

**FIRMA DEL TRABAJADOR / WORKER'S SIGNATURE**

**FIRMA DEL EMPLEADOR / EMPLOYER'S SIGNATURE**

FARM \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**(Use is restricted only to SAWP recognized parties.)**

CONSULADO GENERAL DE MÉXICO /CONSULATE GENERAL OF MEXICO  
VANCOUVER, B.C.

**ACEPTACION DE TRANSFERENCIA POR EL TRABAJADOR /  
WORKER TRANSFER ACCEPTANCE**



SECRETARÍA DE  
RELACIONES EXTERIORES

**SRE**

SI USTED **NO** ESTÁ DE ACUERDO CON TRANSFERIRSE, **NO FIRME ESTE DOCUMENTO Y COMUNÍQUESE AL CONSULADO TEL: 1 800 661 1077 ext. 3411.** / If you disagree with the transfer do not sign this document and get assistance from the Consulate by calling 1 800 661 1077 ext. 3411.

**SI USTED ESTA INTERESADO EN ADQUIRIR UN NUEVO COMPROMISO DE TRABAJO** COMPLETE ESTE FORMATO CON AYUDA DE SU EMPLEADOR ANTES DE TRASLADARSE A SU NUEVO EMPLEO. / If you are interested in acquiring a new commitment with another employer fill in this format with your employer support prior to your departure.

REVISE SUS TALONES DE PAGO PARA ASEGURARSE QUE **EL TOTAL DE DEDUCCIONES POR PERMISO DE TRABAJO Y VIVIENDA NO DEBE REBASAR LA CANTIDAD DE \$ 700.00 DOLARES ENTRE TODOS LOS EMPLEADORES.** / Review your payroll slips to ensure that deductions for housing and work permit can not exceed \$ 700.00 Dls. between all the employers.

LLEVE CONSIGO LA TARJETA DE COBERTURA MÉDICA EXPEDIDA POR RBC Y COPIA DE LAS TD1. / Take with you the RBC card and your TD1's COPY.

**Sending employer: Please inform Ruth Alexis from RBC insurance of the transfer at 905-816-2434**

**NOMBRE: / Name:** \_\_\_\_\_ **STPS CLAVE: / STPS Code:** \_\_\_\_\_

|  |   |  |
|--|---|--|
| <b>FIRMA DEL TRABAJADOR / Worker's Signature:</b><br>_____ | <b>TIENE SALARIOS PENDIENTES? / Does the employer owe you any wages</b><br>_____<br><b>CUÁNTO?: How much?</b> _____ | <b>CANTIDAD DE RENTA Y VISA PAGADA (NO DEBE EXCEDER \$700 Dls ENTRE TODOS LOS EMPLEADORES) / Housing and visa discounts made (must not exceed \$700 Dls between all the employers)</b><br>\$ _____ |
|--|---|--|

**SENDING EMPLOYER / EMPLEADOR ACTUAL**

Company name \_\_\_\_\_

ADDRESS \_\_\_\_\_

Worker's departure date: \_\_\_\_\_

Housing and visa discounts made \$ \_\_\_\_\_

Was RBC informed of the transfer? \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**RECEIVING EMPLOYER / NUEVO EMPLEADOR**

Company Name: \_\_\_\_\_

ADDRESS \_\_\_\_\_

**FECHA TERMINACIÓN NUEVO CONTRATO: / Expiration date of new contract with receiving employer:** \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

(Use is restricted only to SAWP recognized parties.)





**CONSULADO GENERAL DE MEXICO**  
 Vancouver, Columbia Británica, CA.  
**Cierre de Gestión / Seguimiento caso salud**



Fecha \_\_\_\_\_

El que suscribe \_\_\_\_\_ con numero de expediente \_\_\_\_\_ manifiesto que en relación con: \_\_\_\_\_ ocurrido fuera del trabajo/ \_\_\_\_\_ ocurrido durante el trabajo es **mi deseo regresar a México, a la brevedad posible**, por lo tanto:

- No deseo esperar el resultado de la gestión que ha iniciado el Consulado de México en Vancouver.
- Entiendo que estoy renunciando a los beneficios que se pudieron haber obtenido a mi favor con: RBC/Worksafe CB por no esperar que concluya el trámite y la investigación.
- Mis salarios no devengados por incapacidad médica se pueden ver afectados si rehúso el tratamiento medico determinado como esencial para mi recuperación e incorporación al trabajo.
- Si estoy solicitando mi regreso a Mexico a sabiendas de que sufrí un accidente laboral es mi responsabilidad obtener la aprobación médica por escrito de que puedo viajar vía aérea.

Firma de conocimiento del interesado: \_\_\_\_\_

=====

He recibido atención en Canada, me encuentro en la etapa de recuperación y es **mi deseo continuar el tratamiento en México** con el entendido de que aplican las siguientes condiciones de acuerdo con la gestión que el Consulado ha hecho a mi favor ante RBC \_\_\_\_\_ / Worksafe CB \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Los reembolsos o compensación a que tengo derecho de acuerdo con el párrafo anterior, se pueden depositar en mi cuenta en dólares canadienses \_\_\_\_\_ del banco \_\_\_\_\_ en \_\_\_\_\_ mismos que me serán entregados contra recibo, los cuales haré llegar a la Representación Consular vía SNE/ \_\_\_\_\_ STPS \_\_\_\_\_ /Relaciones Exteriores \_\_\_\_\_

\_\_\_\_\_  
 Firma de conocimiento del Interesado

\_\_\_\_\_  
 Funcionario Consular que apoyo el trámite

(Formato para uso exclusivo de los trabajadores y el gobierno de Mexico, se prohíbe su reproducción.)

## **MEXICO'S SAWP TEAM**

### **Consulate General of Mexico**

411-1177 West Hastings St., Vancouver BC V6E 2K3

Ph: (604) 682 7617; Fax (604) 684-2485

#### **Estela Garcia**

SAWP Officer, Policy

[estela.garcia@consulmexvan.com](mailto:estela.garcia@consulmexvan.com)

#### **Lupita Palacios**

SAWP Officer, Health issues, SIN

[lpalacios@consulmexvan.com](mailto:lpalacios@consulmexvan.com)

#### **Felix Martínez**

SAWP Officer; Requisitions, Transfers, Extensions

[fmartinez@consulmexvan.com](mailto:fmartinez@consulmexvan.com)

#### **Diego Prieto Galviz**

SAWP Officer, Mediation, Parental Benefits, SIN

[pdiaz@consulmexvan.com](mailto:pdiaz@consulmexvan.com)

#### **Javier Valdez**

Vancouver Airport Arrival Support

[jvaldez@consulmexvan.com](mailto:jvaldez@consulmexvan.com)