

How to Request a Letter of Introduction for Alterra-Owned Resorts:

Core, Full-Time Flex (FTF) and Contract employees and their dependents use their Alterra Employee/Dependent Pass to directly access the ski lifts at any Alterra-Owned Resort, excluding Canadian Mountain Holiday (CMH). A Letter of Introduction is not needed.

Seasonal employees (FTS, PTS, PTYR) and their dependents must have their Manager submit a form to request lift tickets at another Alterra-Owned Resort, excluding Canadian Mountain Holiday (CMH). The form must be submitted at least two weeks before the intended travel to an Alterra-Owned Resort.

Managers: Please use this [link](#) to complete the ticket request form for your seasonal employees.

1 letter is issued for consecutive days. If non-consecutive, the employee will receive multiple letters (e.g. If visiting Winter Park Resort March 3-7 = 5 consecutive days, only 1 letter is issued. If visiting Winter Park Resort February 10 and March 18 = 2 non-consecutive days, 2 letters are issued).

If the employee/dependents are traveling to multiple resorts, please submit a form for each resort.

Once the form has been submitted, a Letter of Introduction will be provided to the Manager to give to the employee.

- New and rehired employees must be actively working for at least (30) days in order to be eligible.
- Letters are non-transferable and can only be redeemed by the individual it was issued to.
- Employees must bring the original copy of the Letter of Introduction (no photocopies, digital images or emailed copies will be accepted), valid photo ID, and their Employee/Dependent Season Pass to the ticket/season pass office at the visiting resort to redeem their tickets.
- Volunteers are not eligible for lift tickets at Alterra-Owned Resorts.
- When visiting any of our resorts, we expect that you treat the resort and staff with the same level of respect you would at your home resort. Follow rules, posted signs, and observe the Responsibility Code while you are there.

Limits to Number of Letters of Introduction – Alterra-Owned Resorts

CORE/FTF/Contract	Alterra Employee/Dependent Pass	Letter of Introduction	Blue Mountain 50% Lift Tickets
Employee works > 30 hours per week	Free	N/A - Employees and their dependents use their Alterra Employee/Dependent pass direct-to-lift	See Employee Perks Blackout Dates 20/21
Eligible Dependents	Free (taxable benefit)		N/A
Seasonal (FTS, PTS, PTYR)	Blue Mountain Employee/Dependent Pass	Letter of Introduction	Blue Mountain 50% Lift Tickets
FTS Employee works > 30 hours per week	Free	20 letters per season (shared between employee and dependents)	See Employee Perks Blackout Dates 20/21
PTS/PTYR Employee works < 30 hours per week	Free	15 letters per season (shared between employee and dependents)	See Employee Perks Blackout Dates 20/21
Eligible Dependents	Free (taxable benefit)	Shared with employee	N/A
Casual/Temporary/Holiday	Blue Mountain Employee/Dependent Pass	Letter of Introduction	Blue Mountain 50% Lift Tickets
Employee works < 150 hours per season	One ticket issued per 6 hour shift worked	N/A	N/A
Eligible Dependents	N/A	N/A	N/A

How To Request a Letter of Introduction for IKON Partner Resorts:

All employees (CORE, FTF, FTS, PTS, PTYR) are entitled to 50% off lift tickets at IKON Partner Resorts and must have their Manager submit a form to request lift tickets. The form must be submitted at least two weeks before the intended travel to an IKON Partner Resort. Employee dependents are not eligible for lift tickets at IKON Partner Resorts.

Managers: Please use this [link](#) to complete the form for your employees.

1 letter is issued per day (e.g. If visiting Revelstoke Mountain Resort March 3-7 = 5 days, 5 letters are issued).

If the employee is traveling to multiple resorts, please submit a form for each resort.

Once the form has been submitted, a Letter of Introduction will be provided to the Manager to give to the employee.

- New and rehired employees must be actively working for at least (30) days in order to be eligible.
- Letters are non-transferable and can only be redeemed by the individual it was issued to.
- Employees must bring the original copy of the Letter of Introduction (no photocopies, digital images or emailed copies will be accepted), valid photo ID, Employee Season Pass, and a current pay cheque/printed wage statement to the ticket/season pass office at the visiting resort to redeem their tickets.
- Dependents are not eligible for lift tickets at IKON Partner Resorts.
- Volunteers are not eligible for lift tickets at IKON Partner Resorts.
- When visiting any of our resorts, we expect that you treat the resort and staff with the same level of respect you would at your home resort. Follow rules, posted signs, and observe the Responsibility Code while you are there.

Limits to Number of Letters of Introduction – IKON Partner Resorts

CORE/FTF/Contract		Letter of Introduction	
Employee works > 30 hours per week		Unlimited, but must have a Letter of Introduction	
Eligible Dependents		N/A	
Seasonal (FTS, PTS, PTYR)		Letter of Introduction	
FTS Employee works > 30 hours per week		20 letters per season (employee only)	
PTS/PTYR Employee works < 30 hours per week		15 letters per season (employee only)	
Eligible Dependents		N/A	
Casual/Temporary/Holiday		Letter of Introduction	
Employee works < 150 hours per season		N/A	
Eligible Dependents		N/A	

***Please note, blackout dates may apply to discounted tickets. Employees are advised to contact the ticket sales office at the destination they intend to visit prior to arrival to ensure tickets are available for the desired dates.**