



FÉDÉRATION DU PERSONNEL DE SOUTIEN
DE L'ENSEIGNEMENT SUPÉRIEUR (CSQ)

INFORMATION CAPSULE

DID YOU KNOW...

REGARDING VOLUNTARY TRANSFER TO ANOTHER COLLEGE

Twice a year, **in May and November**, a regular employee who wishes to be transferred to another College may make such a request, in writing, to his or her own college.

(clause 5-2.15)

THE REQUEST FOR VOLUNTARY TRANSFER

The employee must submit a request for voluntary transfer to his or her college. This request must include the following information:

- the class or classes of employment;
- the colleges where she would like to be transferred;
- the desired position: part-time or full-time.

This request must be re-submitted on each of the two (2) dates mentioned if the employee has yet to obtain a transfer and still desires one.

WHAT HAPPENS TO THE REQUEST

Within thirty (30) days of reception of the request, the College must send a copy to the Union and to the Bureau de placement along with the seniority of the employee concerned. Such a transfer is **only possible when there is a vacant position**.

HOW THE TRANSFER REQUEST AFFECTS AN EMPLOYEE'S RIGHTS

The employee who obtains such a transfer brings to his or her new employer:

- his or her seniority;
- the balance of his or her bank of sick leave days without cash surrender value;
- his or her status as a regular employee.

If the new College agrees, the employee may also bring his or her sabbatical leave with deferred or anticipated salary.

The employee who obtains a transfer to another college in accordance with the collective agreement is considered to have resigned from his or her college of origin.

Feel free to contact your local union if you are considering a voluntary transfer.