



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

INFORMATION CAPSULE

DID YOU KNOW THAT...

WITH RESPECT TO LEAVES OF ABSENCE WITHOUT PAY

The College **may** grant a regular employee who so requests in writing a full-time or part-time leave of absence without pay. (Clause 7-10.01)

This leave without pay may not exceed a duration of twelve (12) months. It may, however, be extended with an agreement between the Union and the College. (Clause 7-10.02)

EDUCATIONAL LEAVE WITHOUT PAY

When it is an educational leave of absence, the leave shall be granted for the normal duration of the program of study, provided the employee supplies satisfactory proof each semester that the course of study was actually taken. (7-10.02, paragraph 2)

The employee who fails to present this proof shall be automatically considered to be on a leave without pay. (Clause 7-10.02)

THE FULL-TIME LEAVE WITHOUT PAY WHICH IS GRANTED AUTOMATICALLY

If you are a regular employee **with employment security, you shall benefit**, following a written request submitted at least thirty (30) days in advance, **from a leave of absence without pay of six (6) months to one (1) year.**

Your request must specify the duration of the leave. Such a leave of absence must be full-time and can only be obtained once per period of five (5) years. (Clause 7-10.03)

DO I HAVE EMPLOYMENT SECURITY?

The regular employee obtains employment security **after two (2) years of service in a position.** The two years of service must be accumulated without interruption in the employment ties. (Clause 5-6.01)

RETURNING FROM A LEAVE WITHOUT PAY

- The employee resumes his position.
- The employee who fails to return to work upon expiry of such a leave shall be considered as having resigned, except for such absences authorized by virtue of the collective agreement. (Clause 7-10.04)

CAN I MAINTAIN MY GROUP INSURANCE COVERAGE?

During a leave without pay, the employee continues to participate in the **basic health insurance plan** by paying all premiums.

He or she may also continue to participate in other group insurance plans, provided that he or she assumes the total cost required in so far as the master policies and the Law permit it.

(Clause 7-10.05)

CAN I CONTINUE TO CONTRIBUTE TO MY PENSION PLAN?

The employee may continue to participate in the pension plan, provided that he or she assumes the total cost.

(Clause 7-10.05)

CAN I TERMINATE MY LEAVE WITHOUT PAY?

The employee who wishes to terminate his or her leave of absence without pay before the date provided for must give a written notice of at least two (2) months before his or her return.

(Clause 7-10.06)

Other Information Capsules or Application Guides can be found on the FPSES website under the tab "**Guides d'interprétation**". This will answer many of your questions.

Feel free to contact your local union for further information or to suggest new topics.

