Protected B (when complete)

(Insert date)

(Insert employee first and last name)

(Insert directorate)

SUBJECT: LEAVE WITHOUT PAY – POSITION STAFFED – PRIORITY ENTITLEMENT

|  |  |  |
| --- | --- | --- |
| Position Title | : |  |
| Group and Level | : |  |
| Branch | : |  |
| Directorate | : |  |
| Position Location | : | City Province |
| Designated Work Location | : | Only when applicable (e.g. complete physical address of telework, virtual work, alternate workplace) |
| National ID (PRI) | : | XXX-XXX-XXX |

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Hello,

Further to your approved Leave without Pay for (Insert type of leave) for the period of (Insert leave start date) to (Insert leave end date), this is to inform you that in accordance with the Treasury Board *Directive on Leave and Special Working Arrangements* your substantive position has been filled indeterminately effective (Insert date position was indeterminately backfilled).

As a result, you are entitled to a Leave of Absence Returnee Priority in accordance with section 41 (1)(a) of the *Public Service Employment Act* (PSEA). This statutory priority entitles you to appointment in priority to all other persons to any position within the public service for which you meet the essential qualifications, except where an organization intends to appoint one of its own surplus employee pursuant to section 40 of the PSEA.

Your leave of absence returnee priority entitlement begins on (Insert date) the date of position was indeterminately backfilled and will last for the remainder of your leave without pay plus one year thereafter, ending on (Insert date).

The priority entitlement ends on the earliest of:

1. You are appointed to another indeterminate position during the priority period;
2. Your priority period expires without an indeterminate appointment; or
3. You resign voluntarily, retire, or are released.

Your status as an “employee” will be maintained for the duration of your priority period.

(The following paragraph does not apply to a Relocation of Spouse or Common-Law Partner priority if they are already registered in the Priority Information Management System (PIMS).)

(Insert the following for full registrations only) Please sign the attached consent form stating your willingness to have your personal information entered into the Priority Information Management System (PIMS) of the Public Service Commission (PSC) and return it to (Insert name), Human Resources Advisor.

Your HR Advisor will initiate the registration process in PIMS. It then will be your responsibility to complete the registration process in the Priority Portal. Please see the Priority Person User Manual: Priority Person
(<https://www.canada.ca/en/public-service-commission/services/information-priority-administration/priority-portal/priority-portal-user-manual/priority-portal-user-manual-priority-persons.html>) for more detailed information. Please note that you will not be referred for positions until you have completed your registration.

For more information on the leave of absence returnee priority entitlement and your responsibilities as a person with a priority entitlement, please refer to the PSC Guide on Priority Administration at the following website:
<https://www.canada.ca/en/public-service-commission/services/information-priority-administration/public-service-commission-guide-priority-administration.html>.

If you accept a specified period appointment during your leave of absence returnee priority period, your priority entitlement will continue until you are appointed for an indeterminate period or until the priority period ends, you resign or are released, whichever occurs first.

If you accept an indeterminate appointment or deployment to a lower level position during your priority period, in accordance with section 10 of the PSER, you will become entitled to a regulatory reinstatement priority for a period of one year. Your regulatory reinstatement priority entitles you to appointment in priority to all persons, other than those referred to in sections 39.1 (1), 40 and 41 of the PSEA, to any position in the public service for which you meet the essential qualifications and that is of a level that is not higher than the position you held immediately before the appointment or deployment.

If you are not appointed indeterminately during your priority period, you will cease to be an employee at the end of your priority period, in accordance with Section 42 of the PSEA except where you accept a term or lower level appointment as described above. Please note that should you cease to be an employee upon the expiry of your priority period, you may need to resign at least one day in advance of the end of your priority period in order to protect your severance benefits. You should discuss this issue with the Public Service Pay Centre: http://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/paye-centre-pay/apropos-about-eng.html prior to the expiry of your priority period.

While you are on leave without pay, you must continue to abide by the [Values and Ethics Code for the Public Sector,](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=25049) and the [Conflict of Interest and Post-Employment Policy](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=25178&section=text).

Please be reminded that Federal public service employees wishing to engage in political activities must respect the requirements set out in Part 7 of the *Public Service Employment Act* (PSEA). As such, you have the right to engage in political activities while maintaining the principle of political impartiality in the public service. For more information about your legal rights and responsibilities regarding political activities, please contact your organization's Designated Political Activities Representative (<https://www.canada.ca/en/public-service-commission/services/political-activities/designated-political-activities-representatives-organizations-subject-political-activities-provisions-public-service-employment-act.html>) and consult the Public Service Commission's Political Activities Web site at: <https://www.canada.ca/en/public-service-commission/services/political-activities.html>.

If you wish to make any changes to your leave arrangements, you must consult your manager. If you have not yet received a letter from Compensation providing information on your insurance coverage and mandatory and optional benefits during your period of leave without pay, or for questions regarding your compensation and benefits, please contact the Public Service Pay Centre: <https://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/services-paye-pay-services/paye-centre-pay/index-eng.html>. Please note that they should also be notified of any address change which occurs during your leave. During the period of your priority for appointment, it is essential that you ensure your personal records are up-to-date and that you advise your department and the Public Service Commission of any change to your contact information.

For further information, you may also visit the compensation/services-pension internet site:

<http://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/services-pension-services/pension/cn-cu-eng.html>

During the period of your priority for appointment, it is essential that you ensure your personal records, including your contact information, are up-to-date (Insert the following for full registrations only: and that you advise your department and the Public Service Commission of any of these change).

Should you require further information regarding your priority entitlement, please contact (Insert name of HR Advisor) at (Insert telephone number).

I would like to take this opportunity to wish you the best in all your endeavors.

Sincerely,

(Signature)

(Name and title of staffing sub-delegated manager)

cc: Public Service Commission

 HR Advisor

Attachment: [Privacy Consent Form for Priority Persons](https://www.canada.ca/content/dam/canada/public-service-commission/migration/prad-adpr/guide/cnf-eng.pdf)