Protected B (when complete)

(Insert date)

(Insert employee first and last name)

(Insert directorate)

SUBJECT: END OF PRIORITY ENTITLEMENT – LEAVE OF ABSENCE

|  |  |  |
| --- | --- | --- |
| 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 (First name),

This is further to the correspondence you received regarding your priority status dated (Insert date).

As you were previously informed, your position was staffed on an indeterminate basis while you were on Leave without Pay, and you became entitled to a Leave of Absence priority status. Your priority entitlement (Choose will end OR ended) on (Insert date).

Section 42 of the PSEA stipulates that a person who is entitled under subsection 41(1) to be appointed to a position and who is not so appointed in the applicable period provided for in that subsection ceases to be an employee at the end of that period.

**INSERT THE APPROPRIATE PARAGRAPH:**

1) Letter is sent BEFORE the end of the priority period

This is to notify you that you will cease to be an employee on (Insert date (day after the end of the priority entitlement)) unless you are indeterminately appointed on or before that date.

It is important to note that you may need to resign at least one day in advance in order to protect your severance benefits, if these have not already been paid out as per your collective agreement. This should be discussed with the Public Service Pay Centre prior to the priority end date. If you chose to resign, you must send your resignation letter to your manager who must accept it before we process it.

2) Letter is sent AFTER the end of the priority period

As you were not indeterminately appointed during the priority period, you ceased to be an employee as of (INSERT date (day after the end of the priority entitlement)).

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> as soon as possible to discuss the closing of your file. Please note that they should also be notified of any address change which occurs during your leave.

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>.

I would like to take this opportunity to wish you success in your future endeavours.

For any questions regarding this letter, please contact the undersigned.

Sincerely,

(Signature)

(Name and title of staffing sub-delegated manager)

cc: HR Advisor