Protected B (when complete)

(Insert date)

(Insert employee first and last name)

(Insert directorate)

SUBJECT: LEAVE WITHOUT PAY FOR (INSERT TYPE OF LEAVE: THE CARE OF FAMILY, PERSONAL NEEDS OR OTHER)

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear (First name),

Your request for Leave without pay for (Insert type of leave: the care of family/personal needs or other) was approved for the period of (Insert date) to (Insert date) inclusively.

**INSERT THE APPROPRIATE PARAGRAPH:**

**1) Leave one year or less**

The *Treasury Board of Canada Directive* on Leave and Special Working Arrangements stipulates that an employee on leave without pay can be replaced on an indeterminate basis if the period of leave or consecutive periods of the same type of leave exceed one year. You can view the Directive at the following website:  
 <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?section=text&id=15774>.

If your leave without pay for (Insert type of leave: the care of family/personal needs or other) is extended and is subsequently approved for more than one year consecutively; your position may be backfilled.

**2) Leave more than one year**

The *Treasury Board of Canada Directive* on Leave and Special Working Arrangements stipulates that an employee on leave without pay can be replaced on an indeterminate basis if the period of leave or consecutive periods of the same type of leave exceed one year. You can view the Directive at the following website:  
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?section=text&id=15774>.

**Please choose one of the two following paragraphs, as appropriate:**

**Option 1:** If you are replaced on an indeterminate basis, your manager will decide whether you, as the employee who will return from leave, or the employee indeterminately hired as your leave replacement will be retained at the end of the leave period. The employee who will not be retained will have a priority entitlement. If the manager determines that you are the one who will not be retained, you will be advised in writing when the position is backfilled, and in accordance with section 41(1) of the PSEA, you will be entitled to a statutory return from leave of absence priority for re-appointment within the Public Service to a position for which you meet the essential qualifications.

**Option 2:** Should your position be filled on an indeterminate basis the Department will advise you accordingly. In such a case, you will be entitled to a leave of absence priority pursuant to section 41 (1) (a) of the Public Service Employment Act. This priority status entitles you, for the remainder of your leave and for a period of one year thereafter, to be appointed in priority to other persons to a position in the Public Service for which you meet the essential qualifications.

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 inform 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 the Compensation and Benefit Unit 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>.

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

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: HR Advisor