Protected B (when complete)

HRSC ID #:

(Insert date)

(Insert employee first and last name)

(Insert directorate)

SUBJECT: LEAVE WITHOUT PAY FOR RELOCATION OF SPOUSE OR COMMON LAW PARTNER – PRIORITY ENTITLEMENT

|  |  |  |
| --- | --- | --- |
| 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 |

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Dear (First name),

Your request for Leave without Pay for Relocation of spouse or common-law partner was approved for the period of (INSERT *start date)* to (INSERT *end date)* inclusively.

In accordance with section 9 of the *Public Service Employment Regulations* (PSER), you are entitled to a relocation of spouse or common-law partner priority. This regulatory priority entitles you to appointment in priority to all other persons, except those statutory priorities referred to in sections 39.1 (1), 40 and 41 of the *Public Service Employment Act* (PSEA), to any position within the public service for which you meet the essential qualifications. The entitlement period begins on the day on which your leave of absence begins and ends on the earliest of the day:

1. on which your leave of absence for relocation of spouse or common-law partner ends; or
2. on which you are appointed or deployed for an indeterminate period to a position in the public service; or
3. on which you decline an appointment or deployment for an indeterminate period to a position in the public service without good and sufficient reason, as determined by the Public Service Commission (PSC).

If your priority entitlement period expires before you are appointed or deployed for an indeterminate period to a position in the public service, you may:

1. return to your substantive position (if it has not been permanently backfilled);
2. request further leave based on your collective agreement (subject to management approval);
3. resign voluntarily (if you do not wish to return).

Should you not choose one of the options above, the Department may release you from your position, as a result you will cease to be employee in the Public service.

(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.

For more information on the relocation of spouse or common-law partnerpriority 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.html>.

**INSERT ONE OF THE FOLLOWING PARAGRAPHS:**

**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 Relocation of spouse or common-law partner 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>. As your leave was approved and exceeds one year, your position may be backfilled. Then 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.

**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.

If you accept a specified period appointment during your relocation of spouse or common-law partner 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 relocation of spouse or common-law partner 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.

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/cn-cu-eng.html>. 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>.

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

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 Consultant

Attachment: [Privacy Consent Form for Priority Persons](https://www.canada.ca/en/public-service-commission/services/information-priority-administration/priority-administration-directive/guide-priority-administration-consent-form.html)