# Appendix C – Request for Exclusions of Persons Eligible for Immediate Annuity

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| **Section A : Basic Information** | | |
|  | Employee’s Name |  |
|  | PRI |  |
|  | Department |  |
|  | Date of Appointment |  |
|  | Date of Annuity |  |
|  | Position Number and Classification |  |
|  | Position Title |  |
|  | Division and Branch or Region |  |
| **The two following conditions are met:** | | |
|  | The person is eligible to immediate annuity within two years after a non-imperative appointment/deployment. | |
|  | The person submits an irrevocable resignation to take effect no later than the end-date of that two-year period (the resignation letter must be accepted in writing by the sub delegated manager). | |
| **Provide supporting documentation:** | | |
|  | Resignation letter | |
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| **Section B: Administrative Measures** | | |
| Describe the temporary administrative measures that will be in place to ensure that the bilingual duties of the position while the individual is excluded from meeting the language requirements of the position. Please provide specific details, for example, the name and PRI of the employee(s) who will ensure the provision of services in English and in French. | | |

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| **Section C: Approval of the Request to Exclude a Person Eligible to Immediate Annuity.** |
| **Recommendation:**  I recommend that (name of employee) occupies the bilingual position (Position No.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ following a non-imperative appointment without meeting the language requirements, according to the fact that he/she meet the conditions of an exemption based on the *Public Service Official Languages Exclusion Approval Order* (eligibility to immediate annuity). |
| Assistant Deputy Minister Date |
| Section D: **Additional Approval required for EX Appointment ONLY** |
| I recommend:    Assistant Deputy Minister of HRSB Date  I approve:    Deputy Minister Date |
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**Signed copy to be sent to the** [**Human Resources Services Branch**](mailto:NC-LO-OL-LETTRES_DECRET-EXCLUSION_LETTERS-GD%20%3cNC-LO-OL-LETTRES_DECRET-EXCLUSION_LETTERS-GD@hrdc-drhc.net%3e)