



DIFFERENT TYPES OF LEAVES OF ABSENCE

THE PURPOSE OF THIS GUIDE IS TO SUMMARIZE CERTAIN ARTICLES OF THE NATIONAL COLLECTIVE AGREEMENT AND OUR LOCAL PROVISIONS.

PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS, OR IF YOUR LEAVE REQUEST IS REFUSED.

Legend:

DL: local provisions

DN: national provisions

E: employer

IN THIS GUIDE:

- Annual leave (Vacation)
- Leave of absence for personal reasons
- Special leave (Bereavement)
- 4-week leave without pay
- Leave without pay for studies
- Leave for marriage or civil union
- Leave for family responsibilities
- Extended leave without pay
- Leave for civic duties
- Leave without pay to teach
- Leave to work in a northern institution
- Part-time leave without pay
- Leave in the event of pregnancy
- Leave with differed pay plan



DIFFERENT TYPES OF LEAVES OF ABSENCE

ANNUAL LEAVE

Any employee with at least 1 year's service with the CIUSSS on April 30 is entitled to 20 working days of annual leave, increased by one day per year from the 15th year of service accumulated in the health and social services network, up to a maximum of 25 days. Employees with less than one year's service on April 30 are entitled to one and two-thirds days of annual leave for each month of service from their date of hire to April 30. She may complete her vacation without pay up to the equivalent of 20 working days. (Articles 23 DN and 11 DL)

LEAVE OF ABSENCE FOR PERSONAL REASONS

All full-time employees are entitled to 9.6 days of sick leave per year of service, six (6) of which may be taken separately for personal reasons, with 24 hours' notice. Taking leave for personal reasons must not have the effect of causing serious prejudice to the operation of the activity center. (Article 30.31 DN)

BEREAVEMENT LEAVE

In the event of the death of a loved one, you can take from 1 to 5 days off. You must notify your manager as soon as possible. Days are taken on a continuous basis (Saturday & Sunday included): from the date of death, or on a continuous basis between the date of death and the funeral. The Employer may request a certificate. You retain and accumulate your seniority & experience during this leave. (Article 24 DN)

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4-WEEK LEAVE WITHOUT PAY

After 1 year of service with CIUSSS, you may take 4 weeks of unpaid leave, which may be divided into 4 periods of one week each. You must submit a written request to your manager at least 30 days in advance, specifying the duration of the leave. You are entitled to this leave every year. The employer cannot refuse your request; however, the dates of the leave must be agreed upon. During this leave, you retain and accumulate your seniority. Full-time employees retain and accumulate experience. This leave is treated as an authorized unpaid absence. It is not possible to take this leave during the summer (June, July, August) or the holiday season, unless otherwise agreed with your manager. (Article 12.5 DL)

LEAVE FOR STUDIES

Any employee with at least 1 year's service with CIUSSS may request an unpaid study leave of up to 24 months. This leave may be partial, continuous or divided into 2 or 3 absences spread over a maximum of 36 months. This leave may be extended by mutual agreement. A written request must be submitted at least 30 days in advance. Studies must be related to the profession practiced in the RSSS. (Article 12.2 DL)

LEAVE FOR MARRIAGE OR CIVIL UNION

Any full-time employee is entitled to 1 week's paid leave on the occasion of a marriage or civil union. A part-time or non-assigned employee is entitled to 1 week's paid leave, prorated to the number of days in the position/assignment. A week's unpaid leave may be added to the paid leave and must be requested at the same time as the paid leave. The request must be made at least 1 month in advance. Seniority and experience are retained and accumulated during this leave. (Articles 12.7 DL and 24.07 DN)

LEAVE FOR FAMILY RESPONSIBILITIES

Any employee may obtain up to 10 unpaid days per year (or deducted from the sick leave bank) for family responsibilities. This leave must be to fulfill obligations related to the care, health or education of the employee's child or spouse's child, or because of the health condition of a close relative. These days can be split into half-days if your manager agrees. You simply need to notify your manager as soon as possible to take this type of leave. (Article 24.10 DN)

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EXTENDED LEAVE WITHOUT PAY (“sabbatical leave”)

An employee with at least 5 years' service with CIUSSS is granted unpaid leave once in any five-year period, upon agreement with the Employer, which may not refuse such leave without valid reason. The total duration of the extended leave may not exceed 52 weeks. The employee must submit a written request to his/her manager at least 60 days in advance, specifying the duration of the leave. Seniority and experience are retained during this leave, but there is no accumulation. The employee is not entitled to the benefits of the current collective agreement. However, she may apply for a position, but will have to return to work on the scheduled start date. The leave may be terminated with 30 days' written notice to E. (Article 12.5 DL)

LEAVE FOR CIVIC DUTIES

An employee who is a candidate for a civic office or who is elected to a civic office is entitled to a leave of absence without pay in accordance with the provisions of the applicable law. During a pre-election leave, the employee retains all rights and privileges for a period of 30 days. Consult your local team for the duration of pre-election and post-election leave. E cannot refuse this leave. (Articles 12.4 DL and 26.03 DN)

LEAVE WITHOUT PAY TO TEACH

Any employee with 1 year's service with CIUSSS may obtain a leave of absence without pay or partial leave of absence without pay to teach, for a maximum duration of 52 weeks. The written request must be made at least 30 days in advance. Upon agreement with the employer and before expiry of the 1st year, this leave may exceptionally be renewed for a further year. Seniority is retained and accumulated during the 1st year of leave. The nature of the teaching must be oriented towards the health and social services sector. (Articles 12.01 DL and 26.01 DN)

UNPAID LEAVE TO WORK IN A NORTHERN INSTITUTION

The employee must be recruited to work in one of the establishments referred to in article 26.06 of the national provisions. This leave is for a maximum period of 12 months, but may be extended for one or more periods upon agreement with the E of origin, up to a maximum of 48 months. The request must be made in writing 30 days in advance. Seniority and experience acquired at the Nordic establishment are recognized upon the employee's return. (Article 26.06 DN)

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PARTIAL LEAVE WITHOUT PAY

A full-time employee with one year's service with CIUSSS is granted a partial leave of absence without pay once every 2 years, for a minimum of 2 months and a maximum of 52 weeks. The employee must work at least 2 days per week, or 4 days every 2 weeks.

The employee must submit a written request to her manager at least 30 days before the start of the leave, specifying the duration of the leave. An agreement must be reached with the employer.

Seniority is retained and accumulated on a full-time basis for the first 52 weeks for full-time employees. Experience is accumulated according to what is worked. The employee is considered part-time during the leave for pay purposes. The employee may apply for a new position, but must return to the schedule of the new position. The employee may modify the duration of the leave in agreement with E. (Articles 26.04 DN, 38 DN and 12.8 DL).

SPECIAL LEAVE IN THE EVENT OF PREGNANCY

In the event of pregnancy complications or a risk of pregnancy termination requiring a medical bill to stop work, the pregnant woman is entitled to a special leave ending at the beginning of the 4th week preceding the expected date of delivery. During this leave, she may benefit from the sick leave and salary insurance plans. If pregnancy complications continue after the end of this leave, she may benefit from the disability plan until delivery. The pregnant woman is entitled to a maximum of 5 days' leave for pregnancy-related medical examinations, which may be taken in half-day increments. (Article 25.19 DN).

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LEAVE WITH DIFFERED PAY PLAN

The purpose of the leave with differed pay plan is to enable an employee to have their salary deferred over a specified period, so that they can take a leave of absence. It is not intended to provide retirement benefits, nor to defer taxes.

This plan includes, on the one hand, a period of contribution by the employee and, on the other, a period of leave.

Length of leave:

The duration of the leave may be between six and twelve consecutive months. It can be as short as three months if the leave is taken to pursue full-time studies. However, this specific study leave may only be taken during the last three months of the plan.

Plan duration (payment terms) :

The duration of the deferred salary leave plan may range from 2 to 5 years, unless extended in accordance with the provisions of 27.06 f,g,j,k,l. In no case may it exceed 7 years.

*It is recommended, from a financial point of view, to begin the deferred salary leave plan before you begin your leave.

Eligibility requirements :

- Detain a permanent position
- Have completed 2 years of service within the CIUSSS
- Make a written request specifying :
 - The duration of participation in the deferred salary leave plan
 - Duration of leave
 - Time of leave
- Not to be on disability or unpaid leave at the time the contract begins.
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To make your request, write to your manager and to the CIUSSS HR Services department: servicesconseilshr.ccomtl@ssss.gouv.qc.ca

Return :

At the end of their leave, the employee must remain in the service of the employer for a period at least equivalent to that of their leave.

*This type of leave is accompanied by a number of particularities, so we invite you to consult article 27 DN in its entirety and to contact us if necessary.