

Section: PS 703-D1

Indefinite Leave of Absence Mandatory Indefinite Leave of Absence Re-Employment List Rights

Appendix D.1

Last Revised: April 2005

Last Reviewed: April 2005

Next Review:

Upon expiration of a mandatory indefinite leave of absence, employees have access to the following re-employment options:

Description	Eligibility	Options
Employee returning from positions with crown or unclassified division (on termination in good standing)	All employees*	Upon termination in good standing with a Crown or the unclassified service, employees may request reemployment consideration for positions in their former agency in their former occupation and level. These employees will be considered before external candidates.
Employee returning who was on leave due to prolonged illness (adjudicated or non-adjudicated claims)	All employees*	Employee shall access appropriate re-employment list upon written request.
Employee returning, who was receiving Workers' Compensation payments	All employees*	Employee shall access appropriate re-employment list upon written request.
Perm SGEU employees who elected to take an indefinite leave of absence as their first choice upon job abolition	Permanent SGEU only	Employee shall access appropriate re-employment list upon written request.

*Re-employment list rights may vary for term (SGEU); temporary/part-time (CUPE); or non-permanent (out-of-scope) depending upon appointment expiry date and circumstances. Contact your human resource representative for more information of the Staffing Service Branch, Public Service.

Procedures (Mandatory Indefinite Leave)

PERMANENT FULL-TIME EMPLOYEES

Employee's Responsibility:

1. Provides a written request to Staffing Services, Public Service Commission, 2100 Broad Street, Regina, SK S4P3V7, indicating their desire to return from indefinite leave of absence and be considered for re-employment purposes.
2. Provides an updated resume to the Public Service Commission
3. Provides re-employment list restrictions to the Public Service Commission (geographical locations, minimum leave of pay)

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Public Service Commission's Responsibility:

1. Contacts the employee with further instructions/information
2. Discusses re-employment options with department managers and/or Human Resource representatives.
3. Places employee's name on appropriate re-employment list

ALL OTHER EMPLOYEES

1. Provides a written request to their Human Resource Branch, indicating their desire to return from indefinite leave of absence and be considered for re-employment purposes.
2. Provides an updated resume to their Human Resource Branch.

Human Resource Branch's Responsibility

1. Contacts the employee with further instructions/information
2. Discusses re-employment options with department managers and/or Human Resource representatives.
3. Places employee's name on appropriate re-employment list
4. Provides the Public Service Commission with a copy of the employee's resume (only if the employee has service-wide re-employment rights).