

## Section: PS 703-D2

# Indefinite Leave of Absence Discretionary Indefinite Leave of Absence Re-Employment List Rights

## Appendix D.2

Last Revised: April 2005

Last Reviewed: April 2005

**Next Review:**

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

Type of Employee	Access to Re-employment List
SGEU Permanent	Shall have access to appropriate re-employment list
CUPE Permanent	May have access to appropriate re-employment list upon written request.
Out-of-Scope Permanent	No access to re-employment list
Perm SGEU employees who elected to take an indefinite leave of absence as their first choice upon job abolition	Permanent SGEU only

### Procedures (Discretionary 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)

##### 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

##### Employee's Responsibility:

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:

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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).