



DID YOU KNOW...

REGARDING VOLUNTARY TRANSFER TO ANOTHER COLLEGE

Twice a year, **in May and November**, a regular employee who wishes to be transferred to another College may make a request to such effect, in writing to her own college.

(clause 5-2.15)

THE REQUEST FOR VOLUNTARY TRANSFER

The employee must submit a request for voluntary transfer to her college. This request must include the following information:

- the class or classes of employment;
- the colleges where she would like to be transferred;
- the desired position: part-time or full-time.

This request must be re-submitted on each of the two (2) days mentioned if the employee has yet to obtain a transfer and still desires one.

WHAT HAPPENS TO THE REQUEST

Within thirty (30) days of reception of the request, the College must send a copy to the Union along with the seniority of the employee concerned.

Such a transfer is only possible when there is a vacant position.

HOW THE TRANSFER REQUEST AFFECTS AN EMPLOYEE'S RIGHTS

The employee who obtains such a transfer brings to her new employer:

- her seniority;
- the balance of her bank of sick leave days without cash surrender value;
- her status as a regular employee

and, if her new College agrees:

- her sabbatical leave with deferred or anticipated salary.

The employee who obtains a transfer to another college in accordance with the collective agreement is considered to have resigned from her college of origin.

Other Information Capsules and Application Guides which can answer many of your questions can be found on the FPSES website under the tab **Guides d'interprétation**.

Feel free to contact your local union for further information or to suggest new topics.

