

# BENEFITS CHART

BY TYPES OF EMPLOYMENTS:

- INDETERMINATE
- TERM
  - TERM LESS THAN 3 MONTHS
  - TERM MORE THAN 3 MONTHS LESS THAN 6 MONTHS
  - TERM OVER 6 MONTHS
- CASUAL
- SEASONAL
- AS & WHEN REQUIRED
  - AS & WHEN EMPLOYEES APPOINTED TO CASUAL OR TERM < 3 MONTHS
  - AS & WHEN EMPLOYEES APPOINTED TO TERM OVER 3 MONTHS OR INDETERMINATE
- STUDENT

## INDETERMINATE

<b>INSURANCE</b>	
Public Service Superannuation plan (PSSA)	<ul style="list-style-type: none"> <li>▶ Eligible from the date of hire to an indeterminate position.</li> <li>▶ Minimum required hours: 12hrs/week.</li> <li>▶ Allowable Break: 1 business day or less.</li> </ul> <p><i>** Weekends and statutory holidays do not count as a break.</i></p>
Supplementary Death Benefit (SDB)	<ul style="list-style-type: none"> <li>▶ Eligible from the date of hire to an indeterminate position.</li> <li>▶ Minimum required hours: 12hrs/week.</li> <li>▶ Allowable Break: 1 business day or less.</li> </ul> <p><i>** Weekends and statutory holidays do not count as a break.</i></p>
Disability Insurance (DI) / Long Term Disability (LTD)	<ul style="list-style-type: none"> <li>▶ Eligible from the date of hire to an indeterminate position.</li> <li>▶ Required hours for eligibility: Must work more than 1/3 of the normally scheduled full-time hours.</li> <li>▶ Must be under the age of 64 years and 9 months.</li> <li>▶ Allowable Break: 5 business days or less.</li> </ul> <p><i>** Weekends and statutory holidays do not count as a break.</i></p>
Public Service Health Care (PSHCP)	<ul style="list-style-type: none"> <li>▶ Eligible from the date of hire to an indeterminate position.</li> <li>▶ No minimum required hours.</li> <li>▶ Must apply for coverage.</li> <li>▶ Allowable Break: less than 7 business days</li> </ul> <p><i>** Weekends and statutory holidays do not count as a break.</i></p>
Public Service Dental Care Plan (PSDCP)	<ul style="list-style-type: none"> <li>▶ Eligible from the date of hire to an indeterminate position.</li> <li>▶ 3 months waiting period for coverage after the eligibility date.</li> <li>▶ Required hours for eligibility: Must be more than 1/3 of the normally scheduled full-time hours.</li> <li>▶ Allowable Break:                             <ul style="list-style-type: none"> <li>• As of January 1, 2019: 7 business days or less.</li> <li>• Prior to January 1, 2019: 5 business days or less.</li> </ul> </li> </ul> <p><i>** Weekends and statutory holidays do not count as a break.</i></p>

Public Service Management Insurance Plan (PSMIP)	<ul style="list-style-type: none"> <li>▶ Eligible from the date of hire to an indeterminate position.</li> <li>▶ For employees who are excluded from a collective agreement.</li> <li>▶ Required hours for eligibility: Must work more than 1/3 of the normally scheduled full-time hours.</li> <li>▶ Allowable Break: No break allowed.</li> </ul> <p>** Weekends and statutory holidays do not count as a break.</p>
<b>LEAVE</b>	
Annual Leave	<ul style="list-style-type: none"> <li>▶ Full-time and part-time employees are entitled to annual leave based on the <a href="#">collective agreement</a> of their group.</li> </ul>
Paid Sick Leave	<ul style="list-style-type: none"> <li>▶ Full-time and part-time employees are entitled to sick leave based on the <a href="#">collective agreement</a> of their group.</li> </ul>
Paid Bereavement Leave	<ul style="list-style-type: none"> <li>▶ Full-time and part-time employees are entitled to bereavement leave based on the <a href="#">collective agreement</a> of their group.</li> </ul>
Other Paid Leave (Such as personal leave, volunteers activities leave, family related leave, etc.)	<ul style="list-style-type: none"> <li>▶ Part-time and full-time employees are entitled to other leave based on the <a href="#">collective agreement</a> of their group.</li> <li>▶ Employees who work more than 1/3 of the normally scheduled work hours are entitled to 4.6% premium pay in lieu of paid statutory holidays. (Please note that the exact allowance percentage varies based on the employee's collective agreement.)</li> </ul>
<b>OTHER</b>	
Bilingual Bonus	<ul style="list-style-type: none"> <li>▶ Full-time and part-time employees who work more than 1/3 of the normally scheduled work hours are entitled to Bilingual Bonus.</li> <li>▶ To qualify for the Bilingual Bonus, the employee must hold a bilingual position and meet the language requirements of the position.</li> <li>▶ An employee is entitled to receive the bilingualism bonus for the full month for any month in which the employee receives a minimum of ten (10) days' pay in a position(s) to which the bilingualism bonus applies.</li> </ul>
Union Dues	<ul style="list-style-type: none"> <li>▶ Represented full-time and part-time employees who work more than 1/3 of the normally scheduled work hours contribute to the union.</li> </ul> <p>**Please see <a href="#">collective agreement</a> for exceptions.</p> <ul style="list-style-type: none"> <li>▶ Part-time employees who work 1/3 or less of the normally scheduled work hours contribute to the union once the requirement of the collective agreement have been met as per</li> </ul>

[Federal Public Sector Labour Relations and Employment Act](#). This will vary according to the established scheduled work week (SWW) of the collective agreement.

## TERM

### TERM LESS THAN 3 MONTHS

INSURANCE	
Public Service Superannuation plan (PSSA)	<ul style="list-style-type: none"> <li>▶ Eligible upon the completion of 6 months continuous employment.</li> <li>▶ Minimum required hours: 12hrs/week.</li> <li>▶ Allowable Break: less than 7 business days</li> </ul> <p><i>** Weekends and statutory holidays do not count as a break.</i></p>
Supplementary Death Benefit (SDB)	<ul style="list-style-type: none"> <li>▶ Eligible upon the completion of 6 months continuous employment</li> <li>▶ Minimum required hours: 12hrs/week.</li> <li>▶ Allowable Break: 1 business day or less.</li> </ul> <p><i>** Weekends and statutory holidays do not count as a break.</i></p>
Disability Insurance (DI) / Long Term Disability (LTD)	<ul style="list-style-type: none"> <li>▶ Eligible the day following the completion of 6 months of continuous employment.</li> <li>▶ Required hours for eligibility: Must work more than 1/3 of the normally scheduled full-time hours.</li> <li>▶ Must be under the age of 64 years and 9 months</li> <li>▶ Allowable Break: 5 business days or less.</li> </ul> <p><i>** Weekends and statutory holidays do not count as a break.</i></p>

Public Service Health Care (PSHCP)	<ul style="list-style-type: none"> <li>▶ Eligible upon the completion of 6 months continuous employment.</li> <li>▶ No minimum required hours.</li> <li>▶ Must apply for coverage.</li> <li>▶ Allowable Break: less than 7 business days</li> </ul> <p>** Weekends and statutory holidays do not count as a break.</p>
Public Service Dental Care Plan (PSDCP)	<ul style="list-style-type: none"> <li>▶ Eligible the day following the completion of 6 months of continuous employment.</li> <li>▶ 3 months waiting period after the eligibility date.</li> <li>▶ No application required. (automatic coverage)</li> <li>▶ Required hours for eligibility: Must be more than 1/3 of the normally scheduled full-time hours.</li> <li>▶ Allowable Break: <ul style="list-style-type: none"> <li>▶ As of January 1, 2019: 7 business days or less.</li> <li>▶ Prior to January 1, 2019: 5 business days or less.</li> </ul> </li> </ul> <p>** Weekends and statutory holidays do not count as a break.</p>
Public Service Management Insurance Plan (PSMIP)	<ul style="list-style-type: none"> <li>▶ Eligible the day following the completion of 6 months of continuous employment in the public service</li> <li>▶ For employees who are excluded from a collective agreement.</li> <li>▶ Required hours for eligibility: Must work more than 1/3 of the normally scheduled full-time hours.</li> <li>▶ Allowable break: No break allowed.</li> </ul> <p>** Weekends and statutory holidays do not count as a break.</p>
<b>LEAVE</b>	
Annual Leave	<ul style="list-style-type: none"> <li>▶ Not Eligible for Annual Leave</li> <li>▶ Entitled to 4% in lieu of vacation</li> </ul>
Paid Sick Leave	<ul style="list-style-type: none"> <li>▶ Accumulates sick leave but cannot use them</li> </ul>
Paid Bereavement Leave	<ul style="list-style-type: none"> <li>▶ Entitled after 3 months of employment</li> </ul>
Other Paid Leave (Such as personal leave, volunteers activities leave, family related leave, etc.)	<ul style="list-style-type: none"> <li>▶ Not entitled to other leave</li> <li>▶ Employees who work more than 1/3 of the normally scheduled work hours are entitled to 4.6% premium pay in lieu of paid statutory holidays. (Please note that the exact allowance percentage varies based on the employee's collective agreement.)</li> </ul>
<b>OTHER</b>	

Bilingual Bonus	▶ Not applicable
Union Dues	▶ Not applicable

TERM MORE THAN 3 MONTHS LESS THAN 6 MONTHS

<b>INSURANCE</b>	
Public Service Superannuation plan (PSSA)	<ul style="list-style-type: none"> <li>▶ Eligible upon the completion of 6 months continuous employment.</li> <li>▶ Minimum required hours: 12hrs/week.</li> <li>▶ Allowable Break: 1 business day or less.</li> </ul> <p><i>** Weekends and statutory holidays do not count as a break.</i></p>
Supplementary Death Benefit (SDB)	<ul style="list-style-type: none"> <li>▶ Eligible upon the completion of 6 months continuous employment.</li> <li>▶ Minimum required hours: 12hrs/week.</li> <li>▶ Allowable Break: 1 business day or less.</li> </ul> <p><i>** Weekends and statutory holidays do not count as a break.</i></p>
Disability Insurance (DI) / Long Term Disability (LTD)	<ul style="list-style-type: none"> <li>▶ Eligible the day following the completion of six (6) months continuous employment</li> <li>▶ Required hours for eligibility: Must work more than 1/3 of the normally scheduled full-time hours.</li> <li>▶ Must be under the age of 64 years and 9 months</li> <li>▶ Allowable Break: 5 business days or less.</li> </ul> <p><i>** Weekends and statutory holidays do not count as a break.</i></p>
Public Service Health Care (PSHCP)	<ul style="list-style-type: none"> <li>▶ Eligible upon the completion of 6 months continuous employment.</li> <li>▶ No minimum required hours.</li> <li>▶ Must apply for coverage.</li> <li>▶ Allowable Break: less than 7 business days</li> </ul> <p><i>** Weekends and statutory holidays do not count as a break.</i></p>

Public Service Dental Care Plan (PSDCP)	<ul style="list-style-type: none"> <li>▶ Eligible upon the completion of 6 months continuous employment.</li> <li>▶ 3 months waiting period after the eligibility date.</li> <li>▶ No application required</li> <li>▶ Required hours for eligibility: Must be more than 1/3 of the normally scheduled full-time hours.</li> <li>▶ Allowable Break: <ul style="list-style-type: none"> <li>• As of January 1, 2019: 7 business days or less</li> <li>• Prior to January 1, 2019: 5 business days or less</li> </ul> </li> </ul> <p>** Weekends and statutory holidays do not count as a break.</p>
Public Service Management Insurance Plan (PSMIP)	<ul style="list-style-type: none"> <li>▶ Eligible the day following completion of six months of continuous employment in the public service;</li> <li>▶ For employees who are excluded from a collective agreement.</li> <li>▶ Required hours for eligibility: Must work more than 1/3 of the normally scheduled full-time hours.</li> <li>▶ Allowable Break: No break allowed.</li> </ul> <p>** Weekends and statutory holidays do not count as a break.</p>
<b>LEAVE</b>	
Annual Leave	<ul style="list-style-type: none"> <li>▶ Full-time and part-time employees are entitled to annual leave based on the <a href="#">collective agreement</a> of their group.</li> </ul>
Paid Sick Leave	<ul style="list-style-type: none"> <li>▶ Full-time and part-time employees are entitled to sick leave based on the <a href="#">collective agreement</a> of their group</li> </ul>
Paid Bereavement Leave	<ul style="list-style-type: none"> <li>▶ Part-time and full-time employees are entitled for bereavement leave based on the <a href="#">collective agreement</a> of their group</li> </ul>
Other Paid Leave (Such as personal leave, volunteers activities leave, family related leave, etc.)	<ul style="list-style-type: none"> <li>▶ Part-time and full-time employees are entitled to other leave based on the <a href="#">collective agreement</a> of their group</li> <li>▶ Employees who work more than 1/3 of the normally scheduled work hours are entitled to 4.6% premium pay in lieu of paid statutory holidays. (Please note that the exact allowance percentage varies based on the employee's collective agreement.)</li> </ul>
<b>OTHER</b>	
Bilingual Bonus	<ul style="list-style-type: none"> <li>▶ Full-time and part-time employees who work more than 1/3 of the normally scheduled work hours are entitled to Bilingual Bonus</li> </ul>

	<ul style="list-style-type: none"> <li>▶ To qualify for the Bilingual Bonus, the employee must hold a bilingual position and meet the language requirements of the position.</li> </ul>
Union Dues	<ul style="list-style-type: none"> <li>▶ Represented full-time and part-time employees who work more than 1/3 of the normally scheduled work hours contribute to the union they are represented by.</li> <li>** See <a href="#">collective agreement</a> for exceptions</li> <li>▶ Part-time employees who work 1/3 or less of the normally scheduled work hours contribute to the union once the requirement of the collective agreement have been met as per <a href="#">Federal Public Sector Labour Relations and Employment Act</a>. This will vary according to the established scheduled work week (SWW) of the collective agreement</li> </ul>

TERM OVER 6 MONTHS

INSURANCE	
Public Service Superannuation plan (PSSA)	<ul style="list-style-type: none"> <li>▶ Eligible from the date of hire to a term more than 6 months.</li> <li>▶ Minimum required hours: 12hrs/week.</li> <li>▶ Allowable Break: 1 business day or less.</li> <li>** <i>Weekends and statutory holidays do not count as a break.</i></li> </ul>
Supplementary Death Benefit (SDB)	<ul style="list-style-type: none"> <li>▶ Eligible from the date of hire to the term of more than 6 months.</li> <li>▶ Minimum required hours: 12hrs/week.</li> <li>▶ Allowable Break: 1 business day or less.</li> <li>** <i>Weekends and statutory holidays do not count as a break.</i></li> </ul>
Disability Insurance (DI) / Long Term Disability (LTD)	<ul style="list-style-type: none"> <li>▶ Eligible from the date of hire to a term more than 6 months.</li> <li>▶ Required hours for eligibility: Must work more than 1/3 of the normally scheduled full-time hours.</li> <li>▶ Must be under the age of 64 years and 9 months.</li> <li>▶ Allowable Break: 5 business days or less.</li> <li>** <i>Weekends and statutory holidays do not count as a break.</i></li> </ul>



Public Service Health Care (PSHCP)	<ul style="list-style-type: none"> <li>▶ Eligible from the date of hire to a term more than 6 months.</li> <li>▶ No minimum required hours.</li> <li>▶ Must apply for coverage.</li> <li>▶ Allowable Break: less than 7 business days.</li> </ul> <p>** Weekends and statutory holidays do not count as a break.</p>
Public Service Dental Care Plan (PSDCP)	<ul style="list-style-type: none"> <li>▶ Eligible from the date of hire to a term over 6 months.</li> <li>▶ 3 months waiting period after the eligibility date.</li> <li>▶ No application required</li> <li>▶ Required hours for eligibility: Must be more than 1/3 of the normally scheduled full-time hours.</li> <li>▶ Allowable Break: <ul style="list-style-type: none"> <li>• As of January 1, 2019: 7 business days or less.</li> <li>• Prior to January 1, 2019: 5 business days or less.</li> </ul> </li> </ul> <p>** Weekends and statutory holidays do not count as a break.</p>
Public Service Management Insurance Plan (PSMIP)	<ul style="list-style-type: none"> <li>▶ Eligible from the date of hire to a term more than 6 months.</li> <li>▶ For employees who are excluded from a collective agreement.</li> <li>▶ Required hours for eligibility: Must work more than 1/3 of the normally scheduled full-time hours.</li> <li>▶ Allowable Break: No break allowed.</li> </ul> <p>** Weekends and statutory holidays do not count as a break.</p>
<b>LEAVE</b>	
Annual Leave	<ul style="list-style-type: none"> <li>▶ Full-time and part-time employees are entitled to annual leave based on the <a href="#">collective agreement</a> of their group.</li> </ul>
Paid Sick Leave	<ul style="list-style-type: none"> <li>▶ Full-time and part-time employees are entitled to sick leave based on the <a href="#">collective agreement</a> of their group.</li> </ul>
Paid Bereavement Leave	<ul style="list-style-type: none"> <li>▶ Full-time and part-time employees are entitled to bereavement leave based on the collective agreement of their group.</li> </ul>
Other Paid Leave (Such as personal leave, volunteers activities leave, family related leave, etc.)	<ul style="list-style-type: none"> <li>▶ Full-time and part-time employees are entitled to other leave based on the <a href="#">collective agreement</a> of their group.</li> <li>▶ Employees who work more than 1/3 of the normally scheduled work hours are entitled to 4.6% premium pay in lieu of paid statutory holidays. (Please note that the exact allowance percentage varies based on the employee's collective agreement.)</li> </ul>

<b>OTHER</b>	
Bilingual Bonus	<ul style="list-style-type: none"> <li>▶ Full-time and part-time employees who work more than 1/3 of the normally scheduled work hours are entitled to Bilingual Bonus.</li> <li>▶ To qualify for the Bilingual Bonus, the employee must hold a bilingual position and meet the language requirements of the position.</li> </ul>
Union Dues	<ul style="list-style-type: none"> <li>▶ Represented full-time and part-time employees who work more than 1/3 of the normally scheduled work hours contribute to the union they are represented.</li> </ul> <p style="margin-left: 20px;">** See <a href="#">collective agreement</a> for exceptions.</p> <ul style="list-style-type: none"> <li>▶ Part-time employees who work 1/3 or less of the normally scheduled work hours contribute to the union once the requirement of the collective agreement have been met as per <a href="#">Federal Public Sector Labour Relations and Employment Act</a>. This will vary according to the established scheduled work week (SWW) of the collective agreement.</li> </ul>

## CASUAL

<b>Insurance</b>	
Public Service Superannuation plan (PSSA)	<ul style="list-style-type: none"> <li>▶ Eligible upon the completion of 6 months continuous employment.</li> <li>▶ Minimum required hours: 12hrs/week.</li> <li>▶ Allowable Break: 1 business day or less.</li> </ul> <p style="margin-left: 20px;">** Weekends and statutory holidays do not count as a break.</p>
Supplementary Death Benefit (SDB)	<ul style="list-style-type: none"> <li>▶ Eligible upon the completion of 6 months continuous employment.</li> <li>▶ Minimum required hours: 12hrs/week.</li> <li>▶ Allowable Break: 1 business day or less.</li> </ul> <p style="margin-left: 20px;">** Weekends and statutory holidays do not count as a break.</p>

Disability Insurance (DI) / Long Term Disability (LTD)	<ul style="list-style-type: none"> <li>▶ Persons employed on a casual basis are not eligible as the DI plan is for unionized employees only and persons employed on a casual basis are not unionized.</li> </ul>
Public Service Health Care (PSHCP)	<ul style="list-style-type: none"> <li>▶ Eligible upon the completion of 6 months continuous employment.</li> <li>▶ No minimum required hours.</li> <li>▶ Must apply for coverage.</li> <li>▶ Allowable Break: less than 7 business days</li> </ul> <p>** Weekends and statutory holidays do not count as a break.</p>
Public Service Dental Care Plan (PSDCP)	<ul style="list-style-type: none"> <li>▶ Not applicable.</li> </ul>
Public Service Management Insurance Plan (PSMIP)	<ul style="list-style-type: none"> <li>▶ Not applicable.</li> </ul>
<b>LEAVE</b>	
Annual Leave	<ul style="list-style-type: none"> <li>▶ Not entitled for Annual Leave.</li> <li>▶ Entitled for 4% in lieu of vacation.</li> </ul>
Paid Sick Leave	<ul style="list-style-type: none"> <li>▶ Casual employees accumulate sick leave but cannot use them.</li> </ul>
Paid Bereavement Leave	<ul style="list-style-type: none"> <li>▶ Entitled after 3 months of employment.</li> </ul>
Other Paid Leave (Such as personal leave, volunteers activities leave, family related leave, etc.)	<ul style="list-style-type: none"> <li>▶ Employees who work more than 1/3 of the normally scheduled work hours are entitled to 4.6% premium pay in lieu of paid statutory holidays. (Please note that the exact allowance percentage varies based on the employee's collective agreement.)</li> </ul>
<b>OTHER</b>	
Bilingual Bonus	<ul style="list-style-type: none"> <li>▶ Not applicable.</li> </ul>
Union Dues	<ul style="list-style-type: none"> <li>▶ Not applicable.</li> </ul>

## SEASONAL

<b>Insurance</b>	
Public Service Superannuation plan (PSSA)	<ul style="list-style-type: none"> <li>▶ Eligible upon the completion of 6 months continuous employment.</li> <li>▶ Minimum required hours: 12hrs/week.</li> <li>▶ Allowable Break: 1 Business day or less.</li> </ul> <p>** Weekends and statutory holidays do not count as a break.</p> <p>** "Seasonal lay-off" or the period between the seasonal employment does not constitute a break in employment. Therefore, a seasonal employee can become a contributor during the off season. However, "seasonal lay-off" is not pensionable service.</p>
Supplementary Death Benefit (SDB)	<ul style="list-style-type: none"> <li>▶ Eligibility and coverage under the SDB Plan starts on the effective date in which an employee becomes a plan member of the PSSA.</li> <li>▶ For SDB purposes only, seasonal employees are considered to be in receipt of their full-time or part-time salary, as applicable, during the off-season.</li> </ul>
Disability Insurance (DI) / Long Term Disability (LTD)	<ul style="list-style-type: none"> <li>▶ Eligible from the day following the day on which the employee completes six months of continuous active employment.</li> </ul> <p>** Two consecutive working seasons are deemed to be a period of continuous employment, if the off-season does not exceed a period of six weeks.</p> <p>** Periods of off-season are not included in the qualifying period.</p> <ul style="list-style-type: none"> <li>▶ Required hours for eligibility: Must work more than 1/3 of the normally scheduled full-time hours.</li> <li>▶ Must be under 64 years and 9 months old.</li> <li>▶ Allowable Break: 5 Business days or less.</li> </ul> <p>** Weekends and statutory holidays do not count as a break.</p>
Public Service Health Care (PSHCP)	<ul style="list-style-type: none"> <li>▶ Eligible from the hire date.</li> <li>▶ No minimum required hours.</li> <li>▶ Must apply for coverage.</li> <li>▶ Allowable Break: less than 7 business days</li> </ul> <p>** Weekends and statutory holidays do not count as a break.</p>

Public Service Dental Care Plan (PSDCP)	<ul style="list-style-type: none"> <li>▶ Eligible from the hire date.</li> <li>▶ 3 months waiting period for coverage after the eligibility date.</li> <li>▶ No application necessary</li> <li>▶ Required hours for eligibility: Must be more than 1/3 of the normally scheduled full-time hours.</li> <li>▶ Allowable Break: <ul style="list-style-type: none"> <li>• As of January 1, 2019: 7 business days or less.</li> <li>• Prior to January 1, 2019: 5 business days or less.</li> </ul> </li> </ul> <p>** Weekends and statutory holidays do not count as a break</p>
Public Service Management Insurance Plan (PSMIP)	▶ Not applicable.
<b>LEAVE</b>	
Annual Leave	▶ Seasonal employees who work more than 1/3 of the normally scheduled work hours for their group are entitled to annual leave based on the <a href="#">collective agreement</a> of their group.
Paid Sick Leave	▶ Full-time and part-time employees are entitled to sick leave based on the <a href="#">collective agreement</a> of their group
Paid Bereavement Leave	▶ Full-time and part-time employees are entitled to Bereavement leave based on the <a href="#">collective agreement</a> of their group
Other Paid Leave (Such as personal leave, volunteers activities leave, family related leave, etc.)	<ul style="list-style-type: none"> <li>▶ Seasonal employees are entitled to other leave based on the collective agreement of their group</li> <li>▶ Seasonal employees who work more than 1/3 of the normally scheduled work hours are entitled to 4.6% premium pay in lieu of paid statutory holidays. (Please note that the exact allowance percentage varies based on the employee's collective agreement.)</li> </ul>
<b>OTHER</b>	
Bilingual Bonus	<ul style="list-style-type: none"> <li>▶ Full-time and part-time employees who work more than 1/3 of the normally scheduled work hours are entitled to Bilingual Bonus</li> <li>▶ To qualify for the Bilingual Bonus, the employee must hold a bilingual position and meet the language requirements of the position.</li> </ul>
Union Dues	▶ Represented seasonal employees contribute to the union ** see collective agreement for exceptions

## AS & WHEN REQUIRED

### AS & WHEN EMPLOYEES APPOINTED TO CASUAL OR TERM < 3 MONTHS

<b>INSURANCE</b>	
Public Service Supperannuation plan (PSSA)	▶ Not Applicable.
Supplementary Death Benefit (SDB)	▶ Not Applicable.
Disability Insurance (DI) / Long Term Disability (LTD)	▶ Not Applicable.
Public Service Health Care (PSHCP)	<ul style="list-style-type: none"> <li>▶ Eligible upon the completion of 6 months continuous employment.</li> <li>▶ No minimum required hours.</li> <li>▶ Must apply for coverage.</li> <li>▶ Allowable Break: less than 7 business days</li> </ul> <p>** Weekends and statutory holidays do not count as a break.</p>
Public Service Dental Care Plan (PSDCP)	▶ Not Applicable.
Public Service Management Insurance Plan (PSMIP)	▶ Not Applicable.
<b>LEAVE</b>	
Annual Leave	▶ Entitled to 4% of pay in lieu of vacation leave.
Paid Sick Leave	<ul style="list-style-type: none"> <li>▶ Accumulate sick leave but cannot use.</li> </ul> <p>** See <a href="#">collective agreement</a> for minimum required hours for accumulation of sick leave.</p>
Paid Bereavement Leave	▶ Not Applicable.
Other Paid Leave (Such as personal leave, volunteers activities leave, family related leave, etc.)	▶ As and When Required employees who work more than 1/3 of the normally scheduled work hours per month are entitled to 4.6% premium pay in lieu of paid statutory holidays. (Please note that the exact allowance percentage varies based on the employee's collective agreement.)
<b>OTHER</b>	

Bilingual Bonus	▶ Not Applicable.
Union Dues	▶ Not Applicable.

AS & WHEN EMPLOYEES APPOINTED TO TERM OVER 3 MONTHS OR INDETERMINATE

<b>INSURANCE</b>	
Public Service Superannuation plan (PSSA)	▶ Not Applicable.
Supplementary Death Benefit (SDB)	▶ Not Applicable.
Disability Insurance (DI) / Long Term Disability (LTD)	▶ Not Applicable.
Public Service Health Care (PSHCP)	<ul style="list-style-type: none"> <li>▶ Eligible upon the completion of 6 months continuous employment if hired back to back. Or on the hire date if hired for a term more than 6 months or indeterminate.</li> <li>▶ No minimum required hours.</li> <li>▶ Must apply for coverage.</li> <li>▶ Allowable Break: less than 7 business days</li> <li>▶ ** Weekends and statutory holidays do not count as a break.</li> </ul>
Public Service Dental Care Plan (PSDCP)	▶ Not Applicable.
Public Service Management Insurance Plan (PSMIP)	▶ Not Applicable.
<b>LEAVE</b>	
Annual Leave	▶ Accumulate annual leave but cannot use it. Leave will be paid on termination.
Paid Sick Leave	<ul style="list-style-type: none"> <li>▶ Accumulate sick leave but cannot use.</li> <li>** See <a href="#">collective agreement</a> for the minimum hours required for the accumulation of sick leave.</li> <li>** Sick leave with pay can only be granted in a situation when the employee is called in and falls ill after reporting to work that same day.</li> </ul>

Paid Bereavement Leave	▶ Not Applicable.
Other Paid Leave (Such as personal leave, volunteers activities leave, family related leave, etc.)	▶ As and When Required employees who work more than 1/3 of the normally scheduled work hours per month are entitled 4.6% premium pay in lieu of paid statutory holidays. (Please note that the exact allowance percentage varies based on the employee's collective agreement.)
OTHER	
Bilingual Bonus	▶ Not Applicable.
Union Dues	<ul style="list-style-type: none"> <li>▶ Contributes to union if the average work week hours is more than 1/3 of the normally scheduled work week hours for persons doing similar work.</li> <li>▶ This will vary according to the established standard work week of the collective agreement</li> </ul>

## STUDENT

Insurance	
Public Service Superannuation plan (PSSA)	<ul style="list-style-type: none"> <li>▶ Eligible upon the completion of 6 months continuous employment. Or, on the appointment date if the appointed to a term more than 6 months.</li> <li>▶ Minimum required hours: 12hrs/week.</li> <li>▶ Allowable Break: 1 business day or less.</li> </ul> <p><i>** Weekends and statutory holidays do not count as a break.</i></p>
Supplementary Death Benefit (SDB)	<ul style="list-style-type: none"> <li>▶ Eligible upon the completion of 6 months continuous employment. Or, on the appointment date if the appointed to a term more than 6 months.</li> <li>▶ Minimum required hours: 12hrs/week.</li> <li>▶ Allowable Break: 1 Business day or less.</li> </ul> <p><i>** Weekends and statutory holidays do not count as a break.</i></p>
Disability Insurance (DI) / Long Term Disability (LTD)	▶ Not applicable.



Public Service Health Care (PSHCP)	<ul style="list-style-type: none"> <li>▶ Eligible upon the completion of 6 months continuous employment. Or, on the appointment date if the appointed to a term more than 6 months.</li> <li>▶ No minimum required hours.</li> <li>▶ Must apply for coverage.</li> <li>▶ Allowable Break: less than 7 business days.</li> </ul> <p><i>** Weekends and statutory holidays do not count as a break.</i></p>
Public Service Dental Care Plan (PSDCP)	<ul style="list-style-type: none"> <li>▶ Eligible upon the completion of 6 months continuous employment. Or, on the appointment date if the appointed to a term more than 6 months.</li> <li>▶ No application required</li> <li>▶ 3 months waiting period after the eligibility date.</li> <li>▶ Minimum required hours: more than 1/3 of the normally scheduled full-time hours.</li> <li>▶ Allowable Break: <ul style="list-style-type: none"> <li>▶ As of January 1, 2019: 7 business days or less. (for the purpose on the completion of 6 months of continuous employment, a break in service of more than seven (7) working days (termination of employment) will interrupt continuity of the employment period.)</li> <li>▶ Prior to January 1, 2019: 5 business days or less. (a break in service of more than five (5) working days interrupted continuity of the employment period.)</li> </ul> </li> </ul> <p><i>** Weekends and statutory holidays do not count as a break.</i></p>
Public Service Management Insurance Plan (PSMIP)	<ul style="list-style-type: none"> <li>▶ Not applicable.</li> </ul>
<b>LEAVE</b>	
Annual Leave	<ul style="list-style-type: none"> <li>▶ Not Entitled to Annual Leave.</li> <li>▶ Entitled to 4% premium pay in lieu of vacation.</li> </ul>
Paid Sick Leave	<ul style="list-style-type: none"> <li>▶ Not entitled</li> </ul>
Paid Bereavement Leave	<ul style="list-style-type: none"> <li>▶ Entitled after 3 months of employment.</li> </ul>
Other Paid Leave (Such as personal leave, volunteers activities leave, family related leave, etc.)	<ul style="list-style-type: none"> <li>▶ Students who work more than 1/3 of the normally scheduled hours are entitled to 4.6% premium pay in lieu of paid statutory holidays. (Please note that the exact allowance percentage varies based on the employee's collective agreement.)</li> </ul>

OTHER	
Bilingual Bonus	▶ Not applicable.
Union Dues	▶ Not applicable.