**BENEFITS CHART**

By Types of employment:

# INDETERMINATE

|  |
| --- |
| **PENSION and INSURANCE** |
| **Public Service Superannuation Plan (PSSA)** | * Eligible from the date of hire to an indeterminate position. [**(SAM 2-4-3, RULE, b.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-4-3-eng.html)
* Minimum required hours: 12 hrs/week. [**(SAM 2-1-4, DEFINITION OF EMPLOYEE (1994))**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-1-4-eng.html)
* Allowable break: 1 working day or less. [**(SAM 2-2-6, EXAMPLE 2)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-2-6-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(SAM 2-2-6, RULE)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-2-6-eng.html) |
| **Supplementary Death Benefit (SDB)** | * Eligible from the date of hire to an indeterminate position. [**(SAM 5-2-1, RULE 1)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-5-2-1-eng.html)
* Minimum required hours: 12 hrs/week. **(Same as PSSA rules above)**
* Allowable break: 1 working day or less. **(Same as PSSA rules above)**

*\*\* Weekends and statutory holidays do not count as a break.* **(Same as PSSA rules above)** |
| **Disability Insurance (DI) / Long-Term Disability (LTD)** | * Eligible from the date of hire to an indeterminate position. [**(IAM 3.2.2, Rule, a.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-2-eng.html)
* Required hours for eligibility: Must work more than 1/3 of the normally scheduled full-time hours. [**(IAM 3.2.1, Rule (part-time employees))**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-1-eng.html)
* Must be under 64 years and 9 months old. [**(IAM 3.2.1, Exceptions (age of 64 years and 9 months))**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-1-eng.html)
* Allowable break: 5 working days or less. [**(IAM 3.2.2, Definition, Continuous employment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-2-eng.html)

\*\* *Weekends and statutory holidays do not count as a break.* [**(IAM 3.2.2, Definition, Continuous employment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-2-eng.html) |
| **Public Service Health Care Plan (PSHCP)** | * Eligible from the date of hire to an indeterminate position. [**(IAM 2.4.2, Rule, a.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-2-eng.html)
* No minimum required hours. [**(IAM 2.4.1, Comment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-1-eng.html)
* Must apply for coverage. [**(IAM 2.6.1, Rule, a., i.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-6-1-eng.html)
* Allowable break: less than 7 working days. [**(IAM 2.4.2, Definition, Continuous employment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-2-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(IAM 2.4.2, Comment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-2-eng.html) |
| **Public Service Dental Care Plan (PSDCP)** | * Eligible from the date of hire to an indeterminate position. [**(IAM 5.2.3, Rule)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-3-eng.html)
* 3-month waiting period for coverage after the eligibility date. [**(IAM 5.2.5, Rule)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-5-eng.html)
* Required hours for eligibility: more than 1/3 of the normally scheduled full-time hours. [**(IAM 5.2.3, Rule)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-3-eng.html)
* Allowable Break:
* As of January 1, 2019: 7 working days or less.
* Prior to January 1, 2019: 5 working days or less. **[(IAM 5.2.4, Definition)](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-4-eng.html)**

*\*\* Weekends and statutory holidays do not count as a break.* [**(IAM 5.2.4, Note)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-4-eng.html) |
| **Public Service Management Insurance Plan (PSMIP)** | * Eligible from the date of hire to an indeterminate position. [**(IAM 4.2.2, Rule 2, 1.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/4-2-2-eng.html)
* For employees who are excluded from the collective agreement. [**(IAM 4.2.1, Rule)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/4-2-1-eng.html)
* Required hours for eligibility: Must work more than 1/3 of the normally scheduled full-time hours. [**(IAM 4.2.1, Definition (part-time employee))**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/4-2-1-eng.html)
* Allowable break: no break allowed. [**(IAM 4.2.2, Comments, 1.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/4-2-2-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(IAM 4.2.2, Comments, 2.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/4-2-2-eng.html) |
| **LEAVE** |
| **Annual Leave** | * Full-time and part-time employees are entitled to annual leave based on the collective agreement. [**(Collective agreement (CA), PART IV, Article 32)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)

**Note**: Part-time employees earn vacation leave credits for each month in which they receive pay for at least twice the number of hours in their normal workweek. [**(CA, PART VI, Article 59.09)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf) |
| **Paid Sick Leave** | * Full-time and part-time employees are entitled to sick leave based on the collective agreement. [**(CA, PART IV, Article 33)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)

**Note**: Part-time employees earn sick leave credits at the rate of one-quarter (1/4) of the number of hours in their normal workweek for each calendar month in which they have received pay for at least twice (2) the number of hours in their normal workweek. [**(CA, PART VI, Article 59.10)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf) |
| **Paid Bereavement Leave** | * Full-time and part-time employees are entitled to bereavement leave based on the collective agreement. [**(CA, PART IV, Article 46)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)

**Note**: For part-time employees, there is no prorating of a “day” for a bereavement leave with pay. [**(CA, PART VI, Article 59.12)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf) |
| **Other Paid Leave**(such as personal leave, family-related leave, etc.) | * Part-time and full-time employees are entitled to other leave based on the collective agreement. [**(CA, PART IV – LEAVE PROVISIONS, pp. 41-74)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)
* Part-time employees who work more than 1/3 of the normally scheduled work hours are entitled 4.6% premium pay in lieu of statutory holidays. [**(CA, PART VI, Article 59.06)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)

**Note**: Part-time employees are entitled to the benefits provided under the collective agreement in the same proportion as their normal weekly hours of work compared with thirty-seven decimal five (37.5) or forty (40) (in accordance with the Hours of Work Code). [**(CA, PART VI, Article 59.02)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf) |
| **OTHER** |
| **Bilingualism Bonus** | * Full-time and part-time employees who work more than 1/3 of the normally scheduled work hours are entitled to the bilingualism bonus. [**(Bilingualism Bonus Directive (BBD), 1.8.3)**](https://www.njc-cnm.gc.ca/directive/d1/en#s2-tc-tm_1)
* To qualify for the bilingualism bonus, the employee must hold a bilingual position and meet the language requirements of the position. [**(BBD, 1.1.1, (a) + (b))**](https://www.njc-cnm.gc.ca/directive/d1/en#s2-tc-tm_1)
 |
| **Union Dues** | * Represented full-time and part-time employees who work more than 1/3 of the normally scheduled work hours contribute to the union. [**(CA, PART II, Article 10)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)
* Part-time employees who work 1/3 or less of the normally scheduled work hours contribute to the union once the requirements of the collective agreement have been met as per [***Federal Public Sector Labour Relations Act (FPSLRA)***](https://laws-lois.justice.gc.ca/eng/acts/p-33.3/).
 |

# Term

## Term Less than 3 months

|  |
| --- |
| **PENSION and INSURANCE** |
| **Public Service Superannuation Plan (PSSA)** | * Eligible upon the completion of 6 months of continuous employment if hired back to back. [**(SAM 2-4-5, RULE)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-4-5-eng.html)
* Minimum required hours: 12 hrs/week. [**(SAM 2-4-5, COMMENT 1)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-4-5-eng.html)
* Allowable break: 1 working day or less. [**(SAM 2-4-5, COMMENT 1)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-4-5-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(SAM 2-4-5, RULE, NOTE 2)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-4-5-eng.html) |
| **Supplementary Death Benefit (SDB)** | * Eligible upon the completion of 6 months of continuous employment if hired back to back. [**(SAM 5-2-1, RULE 1)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-5-2-1-eng.html)
* Minimum required hours: 12 hrs/week. **(Same as PSSA rules above)**
* Allowable break: 1 working day or less. **(Same as PSSA rules above)**

*\*\* Weekends and statutory holidays do not count as a break.* **(Same as PSSA rules above)** |
| **Disability Insurance (DI) / Long-Term Disability (LTD)** | * Eligible upon the completion of 6 months of continuous employment if hired back to back. [**(IAM 3.2.2, Rule, c., (i) (ii))**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-2-eng.html)
* Required hours for eligibility: Must work more than 1/3 of the normally scheduled full-time hours. [**(IAM 3.2.1, Rule (part-time employees))**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-1-eng.html)
* Must be under 64 years and 9 months old. [**(IAM 3.2.1, Exceptions (age of 64 years and 9 months))**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-1-eng.html)
* Allowable break: 5 working days or less. [**(IAM 3.2.2, Definition, Continuous employment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-2-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(IAM 3.2.2, Definition, Continuous employment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-2-eng.html) |
| **Public Service Health Care (PSHCP)** | * Eligible upon the completion of 6 months of continuous employment if hired back to back. [**(IAM 2.4.2, Rule, c., i. (ii. iii. iv.))**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-2-eng.html)
* No minimum required hours. [**(IAM 2.4.1, Comment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-1-eng.html)
* Must apply for coverage. [**(IAM 2.6.1, Rule, a., i.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-6-1-eng.html)
* Allowable break: less than 7 working days. [**(IAM 2.4.2, Definition, Continuous employment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-2-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(IAM 2.4.2, Comment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-2-eng.html) |
| **Public Service Dental Care Plan (PSDCP)** | * Eligible upon the completion of 6 months of continuous employment if hired back to back. [**(IAM 5.2.3, Rule)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-3-eng.html)
* 3-month waiting period after the eligibility date. [**(IAM 5.2.5, Rule)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-5-eng.html)
* Required hours for eligibility: Must be more than 1/3 of the normally scheduled full-time hours. [**(IAM 5.2.3, Rule)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-3-eng.html)
* Allowable break:
* As of January 1, 2019: 7 working days or less.
* Prior to January 1, 2019: 5 working days or less. [**(IAM 5.2.4, Definition)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-4-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(IAM 5.2.4, Note)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-4-eng.html) |
| **Public Service Management Insurance Plan (PSMIP)** | * Eligible upon the completion of 6 months of continuous employment if hired back to back. [**(IAM 4.2.2, Rule 2, 2., a. + b.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/4-2-2-eng.html)
* For employees who are excluded from the collective agreement. [**(IAM 4.2.1, Rule)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/4-2-1-eng.html)
* Required hours for eligibility: Must work more than 1/3 of the normally scheduled full-time hours. [**(IAM 4.2.1, Definition (part-time employee))**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/4-2-1-eng.html)
* Allowable break: no break allowed. [**(IAM 4.2.2, Comments, 1.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/4-2-2-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(IAM 4.2.2, Comments, 2.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/4-2-2-eng.html) |
| **LEAVE** |
| **Annual Leave** | * Not eligible for annual leave. [**(Parks Terms and Conditions of Employment (T&C)<3 months, 4.19.2.1)**](https://intranet2/media/12270812/directive-on-terms-and-conditions-of-employment-eng.pdf)
* Entitled to 4% in lieu of vacation. [**(Parks T&C<3 months, 4.19.2.1)**](https://intranet2/media/12270812/directive-on-terms-and-conditions-of-employment-eng.pdf)
 |
| **Paid Sick Leave** | * Accumulate sick leave but cannot use it. **[(Parks T&C<3 months, 4.19.2.3)](https://intranet2/media/12270812/directive-on-terms-and-conditions-of-employment-eng.pdf)**

**Note**: Part-time employees earn sick leave credits at the rate of one-quarter (1/4) of the number of hours in their normal workweek for each calendar month in which they have received pay for at least twice (2) the number of hours in their normal workweek. [**(Collective agreement (CA), PART VI, Article 59.10)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf) |
| **Paid Bereavement Leave** | * Entitled after 3 months of employment. **[(Parks T&C<3 months, 4.19.2.2)](https://intranet2/media/12270812/directive-on-terms-and-conditions-of-employment-eng.pdf)**

**Note**: For part-time employees, there is no prorating of a “day” for a bereavement leave with pay. [**(CA, PART VI, Article 59.12)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf) |
| **Other Paid Leave** | * Not entitled to other leave. [**(Parks T&C<3 months, 4.19.2.4)**](https://intranet2/media/12270812/directive-on-terms-and-conditions-of-employment-eng.pdf)
* Part-time employees who work more than 1/3 of the normally scheduled work hours are entitled to 4.6% premium pay in lieu of statutory holidays. [**(CA, PART VI, Article 59.06)**](https://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)
 |
| **OTHER** |
| **Bilingualism Bonus** | * Not applicable. [**(Bilingual Bonus Directive (BBD), 1.1.2, (g))**](https://www.njc-cnm.gc.ca/directive/d1/en#s2-tc-tm_1)
 |
| **Union Dues** | * Not applicable. [**(*Federal Public Sector Labour Relations Act (FPSLRA)*, Interpretation, Definitions, employee, (g))**](https://laws-lois.justice.gc.ca/eng/acts/p-33.3/page-1.html)
 |

## Term More Than 3 Months Less than 6 Months

|  |
| --- |
| **PENSION and INSURANCE** |
| **Public Service Superannuation Plan (PSSA)** | * Eligible upon the completion of 6 months of continuous employment if hired back to back. [**(SAM 2-4-5, RULE)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-4-5-eng.html)
* Minimum required hours: 12 hrs/week. [**(SAM 2-4-5, COMMENT 1)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-4-5-eng.html)
* Allowable break: 1 working day or less. [**(SAM 2-4-5, COMMENT 1)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-4-5-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(SAM 2-4-5, RULE, NOTE 2)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-4-5-eng.html) |
| **Supplementary Death Benefit (SDB)** | * Eligible upon the completion of 6 months of continuous employment if hired back to back. [**(SAM 5-2-1, RULE 1)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-5-2-1-eng.html)
* Minimum required hours: 12 hrs/week. **(Same as PSSA rules above)**
* Allowable break: 1 working day or less. **(Same as PSSA rules above)**

*\*\* Weekends and statutory holidays do not count as a break.* **(Same as PSSA rules above)** |
| **Disability Insurance (DI) / Long-Term Disability (LTD)** | * Eligible upon the completion of 6 months of continuous employment if hired back to back. [**(IAM 3.2.2, Rule, c., (i) (ii))**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-2-eng.html)
* Required hours for eligibility: Must work more than 1/3 of the normally scheduled full-time hours. [**(IAM 3.2.1, Rule (part-time employees))**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-1-eng.html)
* Must be under 64 years and 9 months old. [**(IAM 3.2.1, Exceptions (age of 64 years and 9 months))**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-1-eng.html)
* Allowable break: 5 working days or less. [**(IAM 3.2.2, Definition, Continuous employment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-2-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(IAM 3.2.2, Definition, Continuous employment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-2-eng.html) |
| **Public Service Health Care (PSHCP)** | * Eligible upon the completion of 6 months of continuous employment if hired back to back. [**(IAM 2.4.2, Rule, c., i. (ii. iii. iv.))**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-2-eng.html)
* No minimum required hours. [**(IAM 2.4.1, Comment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-1-eng.html)
* Must apply for coverage. [**(IAM 2.6.1, Rule, a., i.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-6-1-eng.html)
* Allowable break: less than 7 working days. [**(IAM 2.4.2, Definition, Continuous employment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-2-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(IAM 2.4.2, Comment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-2-eng.html) |
| **Public Service Dental Care Plan (PSDCP)** | * Eligible upon the completion of 6 months of continuous employment if hired back to back. [**(IAM 5.2.3, Rule)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-3-eng.html)
* 3-month waiting period after the eligibility date. [**(IAM 5.2.5, Rule)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-5-eng.html)
* Required hours for eligibility: Must be more than 1/3 of the normally scheduled full-time hours. [**(IAM 5.2.3, Rule)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-3-eng.html)
* Allowable break:
* As of January 1, 2019: 7 working days or less.
* Prior to January 1, 2019: 5 working days or less. [**(IAM 5.2.4, Definition)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-4-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(IAM 5.2.4, Note)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-4-eng.html) |
| **Public Service Management Insurance Plan (PSMIP)** | * Eligible upon the completion of 6 months of continuous employment if hired back to back. [**(IAM 4.2.2, Rule 2, 2., a. + b.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/4-2-2-eng.html)
* For employees who are excluded from the collective agreement. [**(IAM 4.2.1, Rule)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/4-2-1-eng.html)
* Required hours for eligibility: Must work more than 1/3 of the normally scheduled full-time hours. [**(IAM 4.2.1, Definition (part-time employee))**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/4-2-1-eng.html)
* Allowable break: no break allowed. [**(IAM 4.2.2, Comments, 1.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/4-2-2-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(IAM 4.2.2, Comments, 2.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/4-2-2-eng.html) |
| **LEAVE** |
| **Annual Leave** | * Full-time and part-time employees are entitled to annual leave based on the collective agreement. [**(Collective agreement (CA), PART IV, Article 32)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)

**Note**: Part-time employees earn vacation leave credits for each month in which they receive pay for at least twice the number of hours in their normal workweek. [**(CA, PART VI, Article 59.09)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf) |
| **Paid Sick Leave** | * Full-time and part-time employees are entitled to sick leave based on the collective agreement. [**(CA, PART IV, Article 33)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)

**Note**: Part-time employees earn sick leave credits at the rate of one-quarter (1/4) of the number of hours in their normal workweek for each calendar month in which they have received pay for at least twice (2) the number of hours in their normal workweek. [**(CA, PART VI, Article 59.10)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf) |
| **Paid Bereavement Leave** | * Part-time and full-time employees are entitled for bereavement leave based on the collective agreement. [**(CA, PART IV, Article 46)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)

**Note**: For part-time employees, there is no prorating of a “day” for a bereavement leave with pay. [**(CA, PART VI, Article 59.12)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf) |
| **Other Paid Leave**(such as personal leave, family-related leave, etc.) | * Part-time and full-time employees are entitled to other leave based on the collective agreement. [**(CA, PART IV – LEAVE PROVISIONS, pp. 41-74)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)
* Part-time employees who work more than 1/3 of the normally scheduled work hours are entitled 4.6% premium pay in lieu of statutory holidays. [**(CA, PART IV, Article 59.06)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)

**Note**: Part-time employees are entitled to the benefits provided under the collective agreement in the same proportion as their normal weekly hours of work compared with thirty-seven decimal five (37.5) or forty (40) (in accordance with the Hours of Work Code). [**(CA, PART VI, Article 59.02)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf) |
| **OTHER** |
| **Bilingualism Bonus** | * Full-time and part-time employees who work more than 1/3 of the normally scheduled work hours are entitled to the bilingualism bonus. [**(Bilingualism** **Bonus Directive (BBD), 1.8.3**](https://www.njc-cnm.gc.ca/directive/d1/en#s2-tc-tm_1)**)**
* To qualify for the bilingualism bonus, the employee must hold a bilingual position and meet the language requirements of the position. [**(BBD, 1.1.1, (a) + (b))**](https://www.njc-cnm.gc.ca/directive/d1/en#s2-tc-tm_1)
 |
| **Union Dues** | * 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. [**(CA, PART II, Article 10)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)
* 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 [***Federal Public Sector Labour Relations Act (LPSLRA).***](https://laws-lois.justice.gc.ca/eng/acts/p-33.3/)
 |

## Term Over 6 months

|  |
| --- |
| **PENSION and INSURANCE** |
| **Public Service Superannuation Plan (PSSA)** | * Eligible from the date of hire to a term more than 6 months. [**(SAM 2-4-3, RULE, b.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-4-3-eng.html)
* Minimum required hours: 12 hrs/week. [**(SAM 2-4-5, COMMENT 1)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-4-5-eng.html)
* Allowable break: 1 working day or less. [**(SAM 2-4-5, COMMENT 1)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-4-5-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(SAM 2-4-5, RULE, NOTE 2)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-4-5-eng.html) |
| **Supplementary Death Benefit (SDB)** | * Eligible from the date of hire to the term of more than 6 months. [**(SAM 5-2-1, RULE 1)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-5-2-1-eng.html)
* Minimum required hours: 12 hrs/week. **(Same as PSSA rules above)**
* Allowable break: 1 working day or less. **(Same as PSSA rules above)**

*\*\* Weekends and statutory holidays do not count as a break.* **(Same as PSSA rules above)** |
| **Disability Insurance (DI) / Long-Term Disability (LTD)** | * Eligible from the date of hire to a term more than 6 months. [**(IAM 3.2.2, Rule, b.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-2-eng.html)
* Required hours for eligibility: more than 1/3 of the normally scheduled full-time hours. [**(IAM 3.2.1, Rule (part-time employees))**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-1-eng.html)
* Must be under 64 years and 9 months old. [**(IAM 3.2.1, Exceptions (age of 64 years and 9 months))**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-1-eng.html)
* Allowable break: 5 working days or less. [**(IAM 3.2.2, Definition, Continuous employment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-2-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(IAM 3.2.2, Definition, Continuous employment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-2-eng.html) |
| **Public Service Health Care (PSHCP)** | * Eligible from the date of hire to a term more than 6 months. [**(IAM 2.4.2, Rule, b.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-2-eng.html)
* No minimum required hours. [**(IAM 2.4.1, Comment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-1-eng.html)
* Must apply for coverage. [**(IAM 2.6.1, Rule, a., i.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-6-1-eng.html)
* Allowable break: less than 7 working days. [**(IAM 2.4.2, Definition, Continuous employment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-2-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(IAM 2.4.2, Comment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-2-eng.html) |
| **Public Service Dental Care Plan (PSDCP)** | * Eligible from the date of hire to a term over 6 months. **[(IAM 5.2.3, Rule)](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-3-eng.html)**
* 3-month waiting period after the eligibility date. [**(IAM 5.2.5, Rule)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-5-eng.html)
* Required hours for eligibility: more than 1/3 of the normally scheduled full-time hours. [**(IAM 5.2.3, Rule)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-3-eng.html)
* Allowable break:
* As of January 1, 2019: 7 working days or less.
* Prior to January 1, 2019: 5 working days or less. [**(IAM 5.2.4, Definition)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-4-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(IAM 5.2.4, Note)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-4-eng.html) |
| **Public Service Management Insurance Plan (PSMIP)** | * Eligible from the date of hire to a term more than 6 months. [**(IAM 4.2.2, Rule 2, 1.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/4-2-2-eng.html)
* For employees who are excluded from the collective agreement. [**(IAM 4.2.1, Rule)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/4-2-1-eng.html)
* Required hours for eligibility: more than 1/3 of the normally scheduled full-time hours. [**(IAM 4.2.1, Definition (part-time employee))**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/4-2-1-eng.html)
* Allowable break: no break allowed. [**(IAM 4.2.2, Comments, 1.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/4-2-2-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(IAM 4.2.2, Comments, 2.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/4-2-2-eng.html) |
| **LEAVE** |
| **Annual Leave** | * Full-time and part-time employees are entitled to annual leave based on the collective agreement. [**(Collective agreement (CA), PART IV, Article 32)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)

**Note**: Part-time employees earn vacation leave credits for each month in which they receive pay for at least twice the number of hours in their normal workweek. [**(CA, PART VI, Article 59.09)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf) |
| **Paid Sick Leave** | * Full-time and part-time employees are entitled to sick leave based on the collective agreement. [**(CA, PART IV, Article 33)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)

**Note**: Part-time employees earn sick leave credits at the rate of one-quarter (1/4) of the number of hours in their normal workweek for each calendar month in which they have received pay for at least twice (2) the number of hours in their normal workweek. [**(CA, PART VI, Article 59.10)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf) |
| **Paid Bereavement Leave** | * Full-time and part-time employees are entitled to bereavement leave based on the collective agreement. [**(CA, PART IV, Article 46)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)

**Note**: For part-time employees, there is no prorating of a “day” for a bereavement leave with pay. [**(CA, PART VI, Article 59.12)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf) |
| **Other Paid Leave**(such as personal leave, family-related leave, etc.) | * Full-time and part-time employees are entitled to other leave based on the collective agreement. [**(CA, PART IV – LEAVE PROVISIONS, pp. 41-74)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)
* Part-time employees who work more than 1/3 of the normally scheduled work hours are entitled 4.6% premium pay in lieu of statutory holidays. [**(CA, PART IV, Article 59.06)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)

**Note**: Part-time employees are entitled to the benefits provided under the collective agreement in the same proportion as their normal weekly hours of work compared with thirty-seven decimal five (37.5) or forty (40) (in accordance with the Hours of Work Code). [**(CA, PART VI, Article 59.02)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf) |
| **OTHER** |
| **Bilingualism Bonus** | * Full-time and part-time employees who work more than 1/3 of the normally scheduled work hours are entitled to the bilingualism bonus. [**(Bilingualism Bonus Directive (BBD), 1.8.3)**](https://www.njc-cnm.gc.ca/directive/d1/en#s2-tc-tm_1)
* To qualify for the bilingualism bonus, the employee must hold a bilingual position and meet the language requirements of the position. [**(BBD, 1.1.1, (a) + (b))**](https://www.njc-cnm.gc.ca/directive/d1/en#s2-tc-tm_1)
 |
| **Union Dues** | * 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. [**(CA, PART II, Article 10)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)
* Part-time employees who work 1/3 or less of the normally scheduled work hours contribute to the union once the requirements of the collective agreement have been met as per [***Federal Public Sector Labour Relations Act (FPSLRA)****.*](https://laws-lois.justice.gc.ca/eng/acts/p-33.3/)
 |

# Casual

|  |
| --- |
| **PENSION and INSURANCE** |
| **Public Service Superannuation Plan (PSSA)** | * Eligible upon the completion of 6 months of continuous employment if hired back to back. [**(SAM 2-4-5, RULE + COMMENT 4, Casual employees)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-4-5-eng.html)
* Minimum required hours: 12 hrs/week. [**(SAM 2-1-4, DEFINITION OF EMPLOYEE (1994))**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-1-4-eng.html)
* Allowable break: 1 working day or less. [**(SAM 2-4-5, COMMENT 1)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-4-5-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(SAM 2-4-5, RULE, NOTE 2)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-4-5-eng.html) |
| **Supplementary Death Benefit (SDB)** | * Eligible upon the completion of 6 months of continuous employment if hired back to back. [**(SAM 5-2-1, RULE 1)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-5-2-1-eng.html)
* Minimum required hours: 12 hrs/week. **(Same as PSSA rules above)**
* Allowable break: 1 working day or less. **(Same as PSSA rules above)**

*\*\* Weekends and statutory holidays do not count as a break.* **(Same as PSSA rules above)** |
| **Disability Insurance (DI) / Long-Term Disability (LTD)** | * Not applicable. [**(IAM 3.2.1, Exceptions)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-1-eng.html)
 |
| **Public Service Health Care (PSHCP)** | * Eligible upon the completion of 6 months of continuous employment if hired back to back. [**(IAM 2.4.2, Rule, c., i. (ii. iii. iv.))**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-2-eng.html)
* No minimum required hours. [**(IAM 2.4.1, Comment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-1-eng.html)
* Must apply for coverage. [**(IAM 2.6.1, Rule, a., i.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-6-1-eng.html)
* Allowable break: less than 7 working days. [**(IAM 2.4.2, Definition, Continuous employment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-2-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(IAM 2.4.2, Comment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-2-eng.html) |
| **Public Service Dental Care Plan (PSDCP)** | * Not applicable. [**(IAM 5.2.3, Rule, Note + Exceptions, 6.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-3-eng.html)
 |
| **Public Service Management Insurance Plan (PSMIP)** | * Not applicable. [**(IAM 4.2.1, Exceptions, 4.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/4-2-1-eng.html)
 |
| **LEAVE** |
| **Annual Leave** | * Not entitled to annual leave. [**(Parks T&C for casual workers, 4.19.2.1)**](https://intranet2/media/12270812/directive-on-terms-and-conditions-of-employment-eng.pdf)
* Entitled to 4% in lieu of vacation. [**(Parks T&C for casual workers, 4.19.2.1)**](https://intranet2/media/12270812/directive-on-terms-and-conditions-of-employment-eng.pdf)
 |
| **Paid Sick Leave** | * Accumulate sick leave but cannot use it. **[(Parks T&C for casual workers, 4.19.2.3)](https://intranet2/media/12270812/directive-on-terms-and-conditions-of-employment-eng.pdf)**

**Note**: Part-time employees earn sick leave credits at the rate of one-quarter (1/4) of the number of hours in their normal workweek for each calendar month in which they have received pay for at least twice (2) the number of hours in their normal workweek. [**(Collective agreement (CA), PART VI, Article 59.10)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf) |
| **Paid Bereavement Leave** | * Entitled after 3 months of employment. [**(Parks T&C for casual workers, 4.19.2.2)**](https://intranet2/media/12270812/directive-on-terms-and-conditions-of-employment-eng.pdf)

**Note**: For part-time employees, there is no prorating of a “day” for a bereavement leave with pay. [**(CA, PART VI, Article 59.12)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf) |
| **Other Paid Leave** | * Not entitled to other paid leave. **[(Parks T&C for casual workers, 4.19.2.4)](https://intranet2/media/12270812/directive-on-terms-and-conditions-of-employment-eng.pdf)**
* Part-time employees who work more than 1/3 of the normally scheduled work hours are entitled to 4.6% premium pay in lieu of statutory holidays. [**(CA, PART VI, Article 59.06)**](https://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)
 |
| **OTHER** |
| **Bilingualism Bonus** | * Not applicable. [**(Bilingual Bonus Directive (BBD), 1.1.2, (g))**](https://www.njc-cnm.gc.ca/directive/d1/en#s2-tc-tm_1)
 |
| **Union Dues** | * Not applicable. [**(*Federal Public Sector Labour Relations Act* (FPSLRA), Interpretation, Definitions, *employee*, (f))**](https://laws-lois.justice.gc.ca/eng/acts/p-33.3/page-1.html)
 |

# SEASONAL

|  |
| --- |
| **PENSION and INSURANCE** |
| **Public Service Superannuation Plan (PSSA)** | * Eligible upon the completion of 6 months of continuous employment. [**(SAM 2-4-7**, **(SEASONAL EMPLOYEES), RULE)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-4-7-eng.html)
* Minimum required hours: 12 hrs/week. [**(SAM 2-1-4, DEFINITION OF EMPLOYEE (1994))**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-1-4-eng.html)
* Allowable break: 1 working day or less. [**(SAM 2-4-5, COMMENT 1)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-4-5-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(SAM 2-4-5, RULE, NOTE 2)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-4-5-eng.html)*\*\* Lay-off periods between seasons do not constitute a break in employment.* [**(SAM 2-4-7, DEFINITION,** **"Seasonal lay-off")**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-4-7-eng.html)  |
| **Supplementary Death Benefit (SDB)** | * Eligibility and coverage under the SDB Plan start on the effective date in which an employee becomes a plan member of the PSSA. **(Same as PSSA rules above)**
 |
| **Disability Insurance (DI) / Long-Term Disability (LTD)** | * Eligible from the day following the day on which the employee completes six months of continuous active employment. [**(IAM, 3.2.2, Rule, d., (1.+ 2.+3.))**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-2-eng.html)

*\*\* 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.* [**(IAM 3.2.2, Definition, Continuous employment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-2-eng.html)*\*\* Periods of off-season are not included in the qualifying period.* [**(IAM 3.2.2, Definition, Continuous employment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-2-eng.html)* Required hours for eligibility: Must work more than 1/3 of the normally scheduled full-time hours. [**(IAM 3.2.1, Rule (part-time employees))**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-1-eng.html)
* Must be under 64 years and 9 months old. [**(IAM 3.2.1, Exceptions (age of 64 years and 9 months))**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-1-eng.html)
* Allowable break: 5 working days or less. [**(IAM 3.2.2, Definition, Continuous employment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-2-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(IAM 3.2.2, Definition, Continuous employment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-2-eng.html) |
| **Public Service Health Care (PSHCP)** | * Eligible from the hire date. [**(IAM 2.4.2, Rule, a.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-2-eng.html)
* No minimum required hours. [**(IAM 2.4.1, Comment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-1-eng.html)
* Must apply for coverage. [**(IAM 2.6.1, Rule, a., i.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-6-1-eng.html)
* Allowable break: less than 7 working days. [**(IAM 2.4.2, Definition, Continuous employment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-2-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(IAM 2.4.2, Comment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-2-eng.html) |
| **Public Service Dental Care Plan (PSDCP)** | * Eligible from the hire date. [**(IAM 5.2.3, Rule)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-3-eng.html)
* 3-month waiting period for coverage after the eligibility date. [**(IAM 5.2.5, Rule)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-5-eng.html)
* Required hours for eligibility: Must be more than 1/3 of the normally scheduled full-time hours. [**(IAM 5.2.3, Rule)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-3-eng.html)
* Allowable break:
* As of January 1, 2019: 7 working days or less.
* Prior to January 1, 2019: 5 working days or less. **[(IAM 5.2.4, Definition)](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-4-eng.html)**

*\*\* Weekends and statutory holidays do not count as a break.* [**(IAM 5.2.4, Note)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-4-eng.html) |
| **Public Service Management Insurance Plan (PSMIP)** | * Not applicable. [**(IAM 4.2.1, Exceptions, 1., b.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/4-2-1-eng.html)
 |
| **LEAVE** |
| **Annual Leave** | * Full-time and part-time seasonal employees whose average assigned work week is more than 1/3 of the normally scheduled hours for that group are entitled to annual leave based on the collective agreement. [**(Collective agreement (CA), PART IV, Article 32)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)

**Note**: Part-time employees earn vacation leave credits for each month in which they receive pay for at least twice the number of hours in their normal workweek. [**(CA, PART VI, Article 59.09)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf) |
| **Paid Sick Leave** | * Full-time and part-time employees are entitled to sick leave based on the collective agreement. [**(CA, PART IV, Article 33)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)

**Note**: Part-time employees earn sick leave credits at the rate of one-quarter (1/4) of the number of hours in their normal workweek for each calendar month in which they have received pay for at least twice (2) the number of hours in their normal workweek. [**(CA, PART VI, Article 59.10)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf) |
| **Paid Bereavement Leave** | * Full-time and part-time employees are entitled to Bereavement leave based on the collective agreement. [**(CA, PART IV, Article 46)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)

**Note**: For part-time employees, there is no prorating of a “day” for a bereavement leave with pay. [**(CA, PART VI, Article 59.12)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf) |
| **Other Paid Leave** | * Seasonal employees are entitled to other leave based on the collective agreement. [**(CA, PART III, Article 27.02, b))**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)
* Part-time employees are entitled to 4.6% premium pay in lieu of statutory holidays if the assigned hours are more than 1/3 of the normally full-time scheduled hours. [**(CA, PART VI, Article 59.06)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)

**Note**: Part-time employees are entitled to the benefits provided under the collective agreement in the same proportion as their normal weekly hours of work compared with thirty-seven decimal five (37.5) or forty (40) (in accordance with the Hours of Work Code). [**(CA, PART VI, Article 59.02)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf) |
| **OTHER** |
| **Bilingualism Bonus** | * Full-time and part-time employees who work more than 1/3 of the normally scheduled work hours are entitled to the bilingual bonus. [**(Bilingualism Bonus Directive (BBD), 1.8.2)**](https://www.njc-cnm.gc.ca/directive/d1/en#s2-tc-tm_1)
* To qualify for the bilingual bonus, the employee must hold a bilingual position and meet the language requirements of the position. [**(BBD, 1.1.1, (a) + (b))**](https://www.njc-cnm.gc.ca/directive/d1/en#s2-tc-tm_1)
 |
| **Union Dues** | * Represented seasonal employees contribute to the union. [**(CA, PART II, Article 10)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)
 |

# Student

|  |
| --- |
| **PENSION and INSURANCE** |
| **Public Service Superannuation Plan (PSSA)** | * Eligible upon the completion of 6 months of continuous employment. Or, on the appointment date if appointed to a term more than 6 months. [**(SAM 2-4-5, RULE)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-4-5-eng.html)
* Minimum required hours: 12 hrs/week. [**(SAM 2-4-5, COMMENT 1)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-4-5-eng.html)
* Allowable break: 1 working day or less. [**(SAM 2-4-5, COMMENT 1)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-4-5-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(SAM 2-4-5, RULE, NOTE 2)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-2-4-5-eng.html) |
| **Supplementary Death Benefit (SDB)** | * Eligible upon the completion of 6 months of continuous employment. Or, on the appointment date if appointed to a term more than 6 months. [**(SAM 5-2-1, RULE 1)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/apr-sam/apr-sam-5-2-1-eng.html)
* Minimum required hours: 12 hrs/week. **(Same as PSSA rules above)**
* Allowable break: 1 working day or less. **(Same as PSSA rules above)**

*\*\* Weekends and statutory holidays do not count as a break.* **(Same as PSSA rules above)** |
| **Disability Insurance (DI) / Long-Term Disability (LTD)** | * Not applicable. [**(IAM 3.2.1, Exceptions)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/3-2-1-eng.html)
 |
| **Public Service Health Care (PSHCP)** | * Eligible upon the completion of 6 months of continuous employment. Or, on the appointment date if appointed to a term more than 6 months. [**(IAM 2.4.2, Rule, b. c., i. ii.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-2-eng.html)
* No minimum required hours. [**(IAM 2.4.1, Comment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-1-eng.html)
* Must apply for coverage. [**(IAM 2.6.1, Rule, a., i.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-6-1-eng.html)
* Allowable break: less than 7 days. [**(IAM 2.4.2, Definition, Continuous employment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-2-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(IAM 2.4.2, Comment)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/2-4-2-eng.html) |
| **Public Service Dental Care Plan (PSDCP)** | * Eligible upon the completion of 6 months of continuous employment. Or, on the appointment date if appointed to a term more than 6 months. [**(IAM 5.2.3, Rule)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-3-eng.html)
* 3-month waiting period after the eligibility date. [**(IAM 5.2.5, Rule)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-5-eng.html)
* Minimum required hours: more than 1/3 of the normally scheduled full-time hours. [**(IAM 5.2.3, Rule)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-3-eng.html)
* Allowable break:
* As of January 1, 2019: 7 working days or less.
* Prior to January 1, 2019: 5 working days or less. [**(IAM 5.2.4, Definition)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-4-eng.html)

*\*\* Weekends and statutory holidays do not count as a break.* [**(IAM 5.2.4, Note)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/5-2-4-eng.html) |
| **Public Service Management Insurance Plan (PSMIP)** | * Not applicable. [**(IAM 4.2.1, Exceptions, 1., e.)**](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/guides-manuals/ara-iam/4-2-1-eng.html)
 |
| **LEAVE** |
| **Annual Leave** | * Not entitled to annual leave. [**(Parks T&C for students, 9.2)**](https://intranet2/our-work/human-resources-directorate/hr-directorate/staffing/staffing-policies-and-guidelines/terms-and-conditions-of-employment-for-students/?lang=en)
* Entitled to 4% premium pay in lieu of vacation[. **(Parks T&C for students, 9.2)**](https://intranet2/our-work/human-resources-directorate/hr-directorate/staffing/staffing-policies-and-guidelines/terms-and-conditions-of-employment-for-students/?lang=en)
 |
| **Paid Sick Leave** | * Not entitled to paid sick leave. [**(Parks T&C for students, 9.5)**](https://intranet2/our-work/human-resources-directorate/hr-directorate/staffing/staffing-policies-and-guidelines/terms-and-conditions-of-employment-for-students/?lang=en)
 |
| **Paid Bereavement Leave** | * Entitled after 3 months of employment. [**(Parks T&C for students, 9.4)**](https://intranet2/our-work/human-resources-directorate/hr-directorate/staffing/staffing-policies-and-guidelines/terms-and-conditions-of-employment-for-students/?lang=en)

**Note**: For part-time employees, there is no prorating of a “day” for a bereavement leave with pay. [**(Collective agreement (CA), PART VI, Article 59.12)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf) |
| **Other Paid Leave** | * Students employed on a full-time basis are entitled to pay for statutory holidays. [**(Parks T&C for students, 9.3)**](https://intranet2/our-work/human-resources-directorate/hr-directorate/staffing/staffing-policies-and-guidelines/terms-and-conditions-of-employment-for-students/?lang=en)
* Part-time students are entitled to 4.6% premium pay in lieu of statutory holidays if the assigned hours are more than 1/3 of the normally full-time scheduled hours. [**(CA, PART VI, Article 59.06)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)
 |
| **OTHER** |
| **Bilingualism Bonus** | * Not applicable. [**(Parks T&C for students)**](https://intranet2/our-work/human-resources-directorate/hr-directorate/staffing/staffing-policies-and-guidelines/terms-and-conditions-of-employment-for-students/?lang=en)
 |
| **Union Dues** | * Not applicable. [**(*Federal Public Sector Labour Relations Act* (FPSLRA), Interpretation, Definitions, employee, (j))**](https://laws-lois.justice.gc.ca/eng/acts/p-33.3/page-1.html)
 |

# DEFINITIONS

|  |
| --- |
| **CONTINUOUS EMPLOYMENT** |
| **One or more periods of service in the Public Service, as defined in the PSSA, with allowable breaks only as provided for in the terms and conditions of employment applicable to the employee.** | **Used for**:* Sick leave
* Severance pay
* Pension
* Insurance
 |
|  |
| **CONTINUOUS SERVICE** |
| **An unbroken period of employment in the public service in the context of determining the rate of pay on appointment. Continuous service is broken when employment ceases between two periods of public service employment for at least one compensation day.** **\*\*\*For term employees, increment periods are to be based on cumulative service. Consequently, the provision concerning the one-day break stipulated in the *Directive on Terms and Conditions of Employment* is no longer pertinent for the determination of the next salary increment for certain term employees.** | **Used for**:* Pay rate
* Pay increment

**Note**: See exception details in the collective agreement, in the Pay Notes section.[**(Collective agreement (CA), PAY NOTES, pp. 175-178)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf)[**Term Employees (Full-Time and Part-Time Employees) –Increments – Canada.ca**](https://www.canada.ca/en/treasury-board-secretariat/services/information-notice/term-employees-full-time-part-time-employees-increments.html) |
| **CONTINUOUS/DISCONTINUOUS SERVICE** |
| **One or more periods of service in the Public Service as defined by the** [***Federal Public Sector Labour Relations Act* (FPSLRA)**](https://laws-lois.justice.gc.ca/eng/acts/p-33.3/page-1.html#h-404912)**.** | **Used for**:* Annual leave

**Note**: Further details on periods of service that shall count towards the calculation of vacation leave credits can be found in Article 32.03 of the collective agreement. [**(CA, PART IV, Article 32.03)**](http://intranet2/media/11549566/2023-09-26-collective-agreement_final.pdf) |