

**DID YOU KNOW...**

**WITH RESPECT TO SICK-LEAVE DAYS**

The College must give you, no later than September 1, a written statement of your bank of sick-leave days with a detailed account of their use. (Clause 4-1.03)

On July 1st of each year, the College must credit each full-time employee with seven (7) days of sick-leave. (Clause 7-14.36)

The College may, at any point during the year, reduce the number of days credited if you were not in active service during a certain period. **Attention:** some absences are protected and should not result in any reduction in sick-leave days. (Clause 7-14.37)

Finally, the College must pay you for any unused sick-leave days with cash surrender value not used as of June 30 of each year; this payment must be made no later than September 1. (Clause 7-14.36, 1st paragraph)

You will find more information concerning these topics in the [Sick leaves](#) Application Guide.

Other Information Capsules or Application Guides can be found on the FPSES website under the tab “**Guides d’interprétation**”. This will answer many of your questions.

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

