



FPSES

Voluntary transfer to another college requisition form

Clause 5-2.15 of the collective agreement

Eligibility based on status: Regular employee

(Full-time or part-time employee who has completed their probation period – Clause 1-1.25)

1. Complete the employee identification section.
2. Specify the class or classes of employment you are seeking.
3. Specify the name of the college(s) to which you wish to transfer.
4. Specify the position you are seeking: part-time or full-time.
5. Submit the request in **May** and **November**.
This request must be re-submitted on either of these dates if you have yet to obtain a transfer and still want one.
6. Sign and date the requisition.
7. Have the form signed by a representative of the employer in the “Identification and signature of a representative of the Employer” section.
8. Submit the requisition to your Human Resources Department (keep a copy of the completed requisition for yourself).

IMPORTANT

An employee who obtains a voluntary transfer carries over certain things to their new employer:

- Their seniority;
- The balance of their non-redeemable sick days;
- Their status as a regular employee.

If the new employer agrees, they may transfer their deferred or anticipated sabbatical leave plan.

An employee who obtains a transfer to another College is considered to have resigned from their College.



FPSES

Form

Voluntary transfer to another college requisition
Clause 5-2.15 of the collective agreement

IDENTIFICATION OF THE EMPLOYEE (in printed letters)

Name: _____

Employee number: _____

Class of employment: _____

CLASS(ES) OF EMPLOYMENT SOUGHT

COLLEGE(S) SOUGHT

MODALITY OF THE TRANSFER REQUEST

Full-time position

Part-time position

IDENTIFICATION AND SIGNATURE OF A REPRESENTATIVE OF THE EMPLOYER

Submitted to: _____ Date: _____

Signature: _____

Within **thirty (30) days** of receipt of the requisition, the College will forward a copy of the requisition to the Union and the Bureau de placement, as well as the seniority of the employee concerned. Such a transfer is only possible if a position is vacant.