

# Different types of leave



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## COLLECTIVE AGREEMENT 2023-2028

### LEAVE FOR PROFESSIONAL ACTIVITIES (5-7.00)

This leave allows professors to	Eligibility	Duration of leave	Notice to the College	Teaching load	Salary	Seniority and experience	RREGOP	Other pertinent information
<b>5-7.02 a)</b> Attend conferences and conventions of: • a cultural association • a professional corporation • a scientific society	Tenured and non-tenured professors	Varies according to the request	<b>5-7.02</b> With reasonable advance notice	-	<b>5-7.02</b> No loss of pay	<b>5-7.01</b> Recognized	<b>5-7.01</b> Usual contribution, according to their salary scale	-
<b>5-7.02 b)</b> • Give courses • Give lectures on educational subjects • Participate in works of an educational nature	Tenured and non-tenured professors	Varies according to the request	<b>5-7.02</b> With reasonable advance notice	-	<b>5-7.02</b> No loss of pay	<b>5-7.01</b> Recognized	<b>5-7.01</b> Usual contribution, according to their salary scale	-
<b>5-7.03</b> Serve as a member of: • a ministerial commission • a regional planning committee • one of the Ministry's committees or commissions • any other committee or commission of a similar nature	Tenured and non-tenured professors	Varies according to the request	<b>5-7.03</b> With reasonable advance notice	<b>5-7.03</b> Teaching load adjusted or reduced according to the leave granted	<b>5-7.03</b> No loss of pay	<b>5-7.01</b> Recognized	<b>5-7.01</b> Usual contribution, according to their salary scale	<b>5-7.03</b> The College cannot refuse to authorize the leave without a reasonable motive.

**LEAVE FOR PROFESSIONAL ACTIVITIES (5-7.00) (cont.)**

This leave allows professors to	Eligibility	Duration of leave	Notice to the College	Teaching load	Salary	Seniority and experience	RREGOP	Other pertinent information
<b>5-7.04</b> Participate in a program of cooperation with Canadian provinces or foreign countries (programs that are officially recognized by the Government of Québec or the Government of Canada)	Tenured and non-tenured professors	<b>5-7.04</b> Minimum of 1 year and maximum of 2 years  <b>5-7.06</b> The return date shall coincide with the beginning of a semester	<b>5-7.04</b> With reasonable advance notice	None	<b>5-7.04</b> Without pay	<b>5-7.01</b> Recognized	-	-
<b>5-7.05</b> Exercise an academic function outside of Québec as part of: • a foreign aid program • an exchange program • an extraterritorial teaching program	Tenured and non-tenured professors	<b>5-7.05</b> Maximum of 2 years  <b>5-7.06</b> The return date shall coincide with the beginning of a semester	<b>5-7.05</b> With reasonable advance notice	None	<b>5-7.05</b> Without pay	<b>5-7.01</b> Recognized.  A professor ceases to accumulate seniority while occupying an academic position outside the bargaining unit, except in the case covered by article 5-11.00 (provisional assignments).	-	-

**PUBLIC OFFICE (5-8.00)**

<b>5-8.01</b> • Put forward their candidacy at a nomination meeting • Run for a provincial, federal, municipal or school board election	Tenured and non-tenured professors	<b>5-8.02</b> Right to return within the 15 working days after their defeat	<b>5-8.01</b> With reasonable advance notice	Partial or none, depending on the request for leave	<b>5-8.01</b> Without pay during their absences	Recognized	-	-
<b>5-8.03</b> If the professor is: • Elected in an election provided for in 5-8.01 • Elected or appointed to a civic function (see collective agreement)	Tenured and non-tenured professors	<b>5-8.03</b> The duration of the mandate  <b>5-8.04</b> At the end of a professor's mandate, as the result of their resignation, defeat or otherwise, the professor shall notify the College at least 15 working days in advance of their intention to return to work. The return shall coincide with the beginning of a semester.	<b>5-8.03</b> Advance notice within a reasonable period after the election or appointment	<b>5-8.03</b> Varies according to the requirements of the position, which may be: • occasional • part-time • full-time	<b>5-8.03</b> Varies according to the position's requirements	<b>5-3.05 a)</b> A professor ceases to accumulate seniority when on leave for more than one semester  <b>5-8.05</b> Leave for public office for one (1) semester or less does not affect the rights and benefits to which a professor is entitled during a normal teaching year.	<b>5-8.03</b> If the teacher must take leave without pay, they can buy back the period for which contributions were not made (the teacher pays their share and their employer's share) for full-time leave. If the leave is 30 calendar days or less or a partial leave of 20% or less: usual contributions to the RREGOP will be maintained	<b>5-8.03</b> The teaching load may vary according to the position's requirements. The College may require a professor to take a leave without pay (5-22.00) if their absences cause serious prejudice to their teaching duties.

**LEAVE WITH DEFERRED OR ANTICIPATED PAY (5-13.00)**

This leave allows professors to	Eligibility	Duration of leave	Notice to the College	Teaching load	Salary	Seniority and experience	RREGOP	Other pertinent information																			
<p><b>5-13.01</b> Benefit from a period of leave with pay by spreading their salary over a period of time</p> <p><b>5-13.02</b> The deferred or advanced pay plan consists of:</p> <ul style="list-style-type: none"> <li>• A work period</li> <li>• A period of leave</li> </ul>	<p><b>5-13.01 and 5-13.06</b> Be tenured and not placed on availability (MED), nor on disability leave</p>	<p><b>5-13.04</b> 6 or 12 months</p> <p><b>5-13.05</b> The return shall coincide with the beginning of a semester</p> <p><b>5-13.08</b> At the end of the leave, the professor must remain in the College's employ for a period that is at least equivalent to the duration of the leave (see the collective agreement or c. a.)</p>	<p><b>5-13.05</b> Apply in writing, indicating:</p> <ul style="list-style-type: none"> <li>• Duration of participation in the plan (2, 3, 4 or 5 years)</li> <li>• Duration of the leave (6 or 12 months)</li> <li>• The beginning and the end of the plan (semesters)</li> <li>• Beginning and end of the leave</li> </ul> <p><b>5-13.06 and 07</b> Acceptance of applications varies (see the c. a.)</p>	<p><b>5-13.10</b> Full-time except during leave</p>	<p><b>5-13.09</b> The salary (%) received varies according to the plan chosen and the duration</p> <table border="1"> <thead> <tr> <th rowspan="2">Duration of leave</th> <th colspan="4">Duration of the plan (years)</th> </tr> <tr> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <td>6 months</td> <td>75%</td> <td>83.33%</td> <td>87.5%</td> <td>90%</td> </tr> <tr> <td>12 months</td> <td>-</td> <td>66.67%</td> <td>75%</td> <td>80%</td> </tr> </tbody> </table>	Duration of leave	Duration of the plan (years)				2	3	4	5	6 months	75%	83.33%	87.5%	90%	12 months	-	66.67%	75%	80%	<p><b>5-13.11</b> Recognized</p>	<p><b>5-13.12</b> Contribution based on actual salary received (according to the chosen plan)</p> <p>Credited with one full year of service for every year that they participated in the plan</p>	<p><b>5-13.13 and 14</b> Terms and conditions if the plan is terminated (see c. a.)</p> <p><b>5-13.15 to 20</b> Terms and conditions in the event that a professor is placed on availability (MED), dies, becomes disabled, requests parental leave or withdraws from the plan... (see c. a.)</p>
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**HALF-TIME LEAVE (5-16.00)**

-	<p><b>5-16.03</b> Be a full-time professor (tenured or non-tenured) with at least 3 years of seniority OR Has held a full-time load for 2 years and completed half of their annual teaching load the following year</p>	<p><b>5-16.04</b> 1 school year</p> <p><b>5-16.06</b> Date of return shall be at the beginning of the following school year provided that they notify the College by March 15, unless the date of return had already been agreed upon with the College before they take leave (see c. a.)</p>	<p><b>5-16.04</b> Give notice prior to March 15</p>	<p><b>5-16.03</b> The teaching load (1/2) may be completed over one or two semesters</p>	<p><b>5-16.01</b> Half salary</p>	<p><b>5-16.05 and 5-3.02 e)</b> a) One year of seniority per year of leave (for the first two years) b) A 1/2 year of seniority for each additional year</p> <p><b>6-2.02</b> Accumulates a 1/2 year of experience per year</p>	<p><b>5-16.02</b> The College pays the contributions pertaining to a 1/2 salary and the professor pays the balance (their share + 1/2 of the employer's share)</p>	-
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**VOLUNTARY WORKING TIME REDUCTION PROGRAM (PVRTT) (5-17.00)**

This leave allows professors to	Eligibility	Duration of leave	Notice to the College	Teaching load	Salary	Seniority and experience	RREGOP	Other pertinent information
<p><b>5-17.01</b> Reduce their teaching load</p>	<p><b>5-17.04</b> Tenured professors OR Non-tenured professors with an annual full-time teaching load  AND at least 3 years of seniority (for both statuses)</p>	<p><b>5-17.06</b> One semester or one school year. The reduction of the teaching load may vary from one semester to the next.</p>	<p><b>5-17.05</b> Request in writing no later than May 15 for the fall semester and no later than November 15 for the winter semester  <b>5-17.08</b> College's responses: June 27 or December 15, depending on the semester under consideration  <b>5-17.07</b> The College shall accept the request to participate in the PVRTT of at least one professor per subject. It can refuse to authorize a request:</p> <ul style="list-style-type: none"> <li>• Because of pedagogical or recruitment-related difficulties</li> <li>• More than 6 people per programme participating at a time</li> <li>• The sum of the leaves (in FTEs) in the program is more than 10% of the total FTEs for a given subject</li> </ul>	<p><b>5-17.01</b> Between 0.4 and 0.9 FTE per year OR Between 0 and 80% of a teaching load for only one semester</p>	<p><b>5-17.09</b> Pay adjusted based on the reduction in teaching load being requested</p>	<p><b>5-17.11 and 12</b> Recognized as full-time</p>	<p><b>5-17.14</b> Contribution continues as if the professor were working full-time.  One full year of service recognized per year of participation</p>	<p><b>5-17.13</b> Calculation of salary in case of disability or parental rights  <b>5-17.15</b> Continues to pay their portion of the health insurance premiums  <b>5-17.18</b> The College shall support adjustments to the schedule for the PVRTT if resources are available and the organization of teaching will allow it</p>

**GRADUAL RETIREMENT PROGRAM (5-20.00)**

<p><b>5-20.01</b> Allows professors to reduce their availability for a period of 1 to 5 years before retirement</p>	<p><b>5-20.01</b> Full-time, eligible for retirement in 1 to 5 years</p>	<p><b>5-20.04 and 5-20.07</b> between 12 and 60 months, with the possibility of extensions, up to a maximum of 7 years in early retirement (6 months notice)  The professor shall retire at the end of the program.</p>	<p><b>5-20.03</b> Apply 60 days prior to the beginning of the gradual retirement program</p>	<p><b>5-20.01 and 05</b> Between 0.4 and 0.8 FTE per year</p>	<p><b>5-20.06</b> Pay adjusted in accordance with the reduction in teaching load requested</p>	<p><b>5-20.06</b> Recognized</p>	<p><b>5-20.06</b> Contribution continues as if the professor were working full-time.  One full year of service recognized per year of participation</p>	<p><b>5-20.08</b> What happens in the event of death, resignation, dismissal, retirement or if the professor decides to terminate the program (see c. a.)</p>
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**LEAVE WITHOUT PAY (5-22.00)**

This leave allows professors to	Eligibility	Duration of leave	Notice to the College	Teaching load	Salary	Seniority and experience	RREGOP	Other pertinent information
-	<b>5-22.03</b> Have at least 3 years of seniority OR Have held a full-time teaching load for 2 years	<b>5-22.03</b> One school year  Leave may be renewed for one year	<b>5-22.05</b> Before April 15	None	None	<b>5-22.02 and 6-2.02</b> Experience recognized, if relevant  <b>5-22.06 and 5-3.02 f)</b> Seniority accumulates for the 1 <sup>st</sup> year only	<b>5-22.01</b> Buy back the period for which contributions were not made (the teacher pays their share and their employer's share)	<b>5-22.04</b> This leave cannot be used to take on another job, unless there is an agreement with the RCS

**LEAVE WITH PAY FOR PROFESSIONAL DEVELOPMENT (7-2.00)**

Reduce a full-time or part-time teaching load to pursue professional development	<b>7-2.02</b> Full-time professors  Unless otherwise agreed by the parties, does not apply to Continuing Education professors	Not specified	<b>7-2.04</b> Produce the documents required, in accordance with the terms and conditions set by the College or the Cégep's professional development committee, within the required time limits	None (for full-time leave) OR Varies according to the request for part-time leave	No loss  <b>7-2.04</b> Bursary payments provided for in accordance with the terms set out in a) and b) (See c. a.)	<b>6-2.02, 7-2.01 and 08</b> Recognized	<b>7-2.01</b> Usual contribution, according to their salary scale	<b>7-2.03</b> Leave with full salary: upon their return, they shall remain in the service of the College from which they obtained leave for a period of three (3) years for each year of leave. Otherwise, reimbursement required, as provided for in c. a.  Leave with partial salary: remain in the service of the College from which they obtained leave for a period of two (2) years. Otherwise, reimbursement required, as provided for in c. a.  Leave for professional development for two consecutive years on full time and on full salary: remain in the service of the College from which they obtained leave for a period of six (6) years. Otherwise, reimbursement required, as provided for in c. a.  <b>7-2.06</b> See c. a. in case of total or partial disability
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**LEAVE WITHOUT PAY FOR PROFESSIONAL DEVELOPMENT (7-3.00)**

Reduce a full-time or part-time teaching load to pursue professional development	Tenured and non-tenured professors  Unless otherwise agreed by the parties, does not apply to Continuing Education professors	<b>7-3.03</b> Between one semester and a maximum of two years	<b>7-3.02</b> Submit a request in writing by May 15 at the latest for the fall semester and by November 15 at the latest for the winter semester  Specify the reasons for pursuing professional development	None (for full-time leave) OR Varies according to the request for part-time leave	None (for full-time leave) OR Varies according to the request for part-time leave	<b>5-3.04 a)</b> Accumulates seniority  <b>6-2.02</b> Experience is recognized	<b>7-3.01</b> Buy back the period for which contributions were not made (the teacher pays their share and their employer's share)	-
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**LEAVE FOR OBTAINING A DEGREE PROVIDING ACCESS TO STEP 18 (7-6.00)**

This leave allows professors to	Eligibility	Duration of leave	Notice to the College	Teaching load	Salary	Seniority and experience	RREGOP	Other pertinent information
<p><b>7-6.01</b> Benefit from a leave with pay to obtain their first master's degree</p>	<p>Tenured and non-tenured professors</p> <p><b>7-6.03</b> Priority shall be given to professors with 19 years of schooling and who were at step 17 in 2015-16.</p> <p>Unless otherwise agreed by the parties, does not apply to Continuing Education professors</p>	<p><b>7-6.05</b> Between one and four semesters. The continuation of training is conditional on its successful completion.</p>	<p><b>7-6.02</b> The College shall send the project to the parity placement committee by May 15 at the latest</p>	<p><b>7-6.05</b> Varies according to the leave granted</p>	<p>No loss of salary</p>	<p><b>7-6.09</b> Recognized</p>	<p>Usual contribution, according to their salary scale</p>	<p><b>5-4.20 C)</b> 4 FTEs are allocated per year to retraining purposes and the unused amount shall be available to professors who wish to take leave to finish their master's degree.</p> <p><b>7-6.06 and 07</b> In the event that the project is suspended (see c. a.)</p>

**LEAVE TO MAINTAIN TEACHING EXPERTISE (7-7.00)**

<p><b>7-7.02</b> Take a part-time leave with pay to do training to develop your skills</p>	<p><b>7-7.02</b> Professor in a rapidly evolving subject of a technical program</p> <p>Have at least 3 years of seniority</p>	<p><b>7-7.03</b> One or two sessions in the same school year</p>	<p><b>7-7.04</b> The College shall forward the department's request to the parity placement committee by May 15 at the latest</p>	<p><b>7-7.02</b> Varies according to the leave granted</p>	<p>No loss of salary</p>	<p><b>7-7.06</b> Recognized</p>	<p>Usual contribution, according to their salary scale</p>	<p><b>7-7.01</b> 0.83 FTE/year are allocated to the FEC for requests for leave</p> <p><b>7-7.03</b> The project must not exceed 0.5 FTE</p>
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**LEAVE FOR RESEARCH WITHOUT PAY OR PARTIAL LEAVE WITHOUT PAY (7-8.00)**

<p>Reduce a full-time or part-time teaching load to conduct research</p>	<p><b>7-8.02</b> Have at least 3 years of seniority</p> <p>Unless otherwise agreed by the parties, does not apply to Continuing Education professors</p>	<p><b>7-8.05</b> Between one semester and a maximum of 2 years</p> <p><b>7-8.04</b> The return shall coincide with the beginning of a semester.</p>	<p><b>7-8.02 and 7-8.03</b> Give written notice to the College before April 15 for the fall semester and before November 15 for the winter semester</p>	<p>None (if full-time leave) or varies if the request is for partial leave</p>	<p>None (if full-time leave) or varies if the request is for partial leave</p>	<p><b>6-2.02</b> Experience is recognized</p> <p><b>5-3.04 a)</b> Accumulates seniority</p>	<p><b>7-8.01</b> Buy back the period for which contributions were not made (the teacher pays their share and their employer's share)</p>	<p>-</p>
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### LEAVE WITHOUT PAY NOT COVERED BY THE COLLECTIVE AGREEMENT (4-3.11 E))

This leave allows professors to	Eligibility	Duration of leave	Notice to the College	Teaching load	Salary	Seniority and experience	RREGOP	Other pertinent information
Take leave when no other leave is suitable for the person concerned	Tenured and non-tenured professors	Varies (day, week, month, semester)	<b>4-3.11 e)</b> Accepted by the RCS	Varies according to the duration of the leave	Varies according to the duration of the leave	May accumulate experience if there is an agreement with the College  <b>5-3.05 b)</b> Does not accumulate seniority	-	-

## FAMILY-RELATED LEAVES

### LEAVE FOR PARENTAL RESPONSIBILITIES (5-6.45)

Allows a parent to be with their minor child who: <ul style="list-style-type: none"> <li>• has a disability</li> <li>• has an illness</li> <li>• is experiencing socio-affective development problems</li> </ul>	Tenured and non-tenured professors	Maximum of 1 year	Give 30 days advance notice  <b>5-6.52</b> Give advance notice of return 2 weeks before the leave is scheduled to end	Part-time or none, according to the request	None or varies according to the request	<b>5-6.59</b> Recognized	-	-
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### ABSENCES FOR FAMILY REASONS (5-10.06)

#### (ARTICLES 79.16 AND 79.7 OF THE ACT RESPECTING LABOUR STANDARDS)

Fulfill parental obligations related to their own child or their spouse's child's: <ul style="list-style-type: none"> <li>• care</li> <li>• health</li> <li>• education</li> </ul> or because of the state of health of a relative or a person for whom they act as a caregiver.	Tenured and non-tenured professors	Up to 10 days per year  These days of leave can be divided into half-days	Notify as soon as possible	Normal	No loss for the first 6 days (their bank of sick leave permitting)	<b>5-10.09</b> Recognized	Usual contribution, according to their salary scale	6 of the 10 days can be deducted from the bank of sick leave and the others will be without pay. In addition, 2 of the 6 days can be used for the following reasons: <ul style="list-style-type: none"> <li>• accident</li> <li>• domestic violence</li> <li>• sexual violence</li> </ul> Definition of close relative and caregiver is provided in 5-10.05.
Take leave for the following reasons: <ul style="list-style-type: none"> <li>• illness</li> <li>• accident</li> <li>• domestic violence</li> <li>• sexual violence</li> <li>• to care for a relative or a person as a caregiver</li> </ul>	Hourly paid professors	Up to 10 days per year	Notify as soon as possible	Normal	Each day of leave is calculated as follows: 1/20 of the salary earned during the 4 full pay weeks before the week of leave (article 62, ALS)	<b>5-10.09</b> Recognized	Usual contribution, according to their salary scale	For each calendar year, 2 of the 10 days are paid once the person has completed 3 consecutive months of service at the College  Definition of close relative and caregiver is provided in 5-10.05.

**LEAVES FOR FAMILY REASONS  
(5-10.07 AND ARTICLES 79.8 TO 79.12 OF THE ACT RESPECTING LABOUR STANDARDS)**

This leave allows professors to	Eligibility	Duration of leave	Notice to the College	Teaching load	Salary	Seniority and experience	RREGOP	Other pertinent information
<p><b>5-10.07 a)</b></p> <ul style="list-style-type: none"> <li>In the event of a serious illness or a serious accident, if a professor is required to stay with a relative or a person for whom they act as a caregiver</li> </ul>	Tenured and non-tenured professors	<p><b>5-10.07 a)</b></p> <p>Up to 16 weeks over a 12-month period. If the relative or child is a minor, the period of absence is a maximum of 36 weeks over a 12-month period.</p> <p>The leave can be extended to up to 104 weeks if:</p> <ul style="list-style-type: none"> <li>The minor child has a serious or potentially fatal illness</li> <li>The minor child has suffered serious harm during or resulting from a criminal offence that renders them unable to carry on regular activities.</li> </ul>	<p>Notify as soon as possible</p> <p>Provide proof of absence on request</p>	None	Without pay	<b>5-10.09</b> Recognized	Usual contribution, according to their salary scale	<p>Articles 79.13 to 79.16 of the Act respecting labour standards applies to the leave provided for in this clause</p> <p>Definition of close relative and caregiver is provided in 5-10.05.</p>
<p><b>5-10.07 b)</b></p> <p>In the event of a serious, potentially fatal illness and if the professor is required to stay with a relative (other than their own minor child) or a person for whom they act as a caregiver</p>	Tenured and non-tenured professors	Up to 27 weeks over a 12-month period.	<p>Notify as soon as possible</p> <p>Provide proof to account for such absence, upon request</p> <p>A medical certificate attesting that the illness is potentially fatal</p>	None	Without pay	<b>5-10.09</b> Recognized	Usual contribution, according to their salary scale	<p>Article 79.16 of the Act respecting labour standards applies to the leave provided for in the present clause</p> <p>Definition of close relative and caregiver is provided in 5-10.05.</p>
<p><b>5-10.07 c)</b></p> <p>In the event of the disappearance of a minor child</p>	Tenured and non-tenured professors	<p>Up to 104 weeks</p> <p>If the child is found before the end of the 104 weeks, the leave ends the 11<sup>th</sup> day after the day the child was found</p>	<p>Notify as soon as possible</p> <p>Provide proof to account for such absence, upon request</p>	None	Without pay	<b>5-10.09</b> Recognized	Usual contribution, according to their salary scale	Articles 79.13 to 79.16 of the Act respecting labour standards applies to the leave provided for in this clause

## LEAVES FOR FAMILY REASONS (cont.)

### (5-10.07 AND ARTICLES 79.8 TO 79.12 OF THE ACT RESPECTING LABOUR STANDARDS)

This leave allows professors to	Eligibility	Duration of leave	Notice to the College	Teaching load	Salary	Seniority and experience	RREGOP	Other pertinent information
<b>5-10.07 d)</b> Take leave in the event of the death of their minor child	Tenured and non-tenured professors	Up to 104 weeks		None	Without pay	<b>5-10.09</b> Recognized	Usual contribution, according to their salary scale	Articles 79.13 to 79.16 of the Act respecting labour standards applies to the leave provided for in this clause
<b>5-10.07 e)</b> Take leave if the professor's adult child, spouse, father or mother commits suicide	Tenured and non-tenured professors	Up to 104 weeks	Notify as soon as possible  Provide proof to account for such absence, upon request	None	Without pay	<b>5-10.09</b> Recognized	Usual contribution, according to their salary scale	Articles 79.13 to 79.16 of the Act respecting labour standards applies to the leave provided for in this clause
<b>5-10.07 f)</b> Take leave if the death of the following individuals results directly from a criminal offence: • Adult child • Spouse	Tenured and non-tenured professors	Up to 104 weeks	Notify as soon as possible  Provide proof to account for such absence, upon request	None	Without pay	<b>5-10.09</b> Recognized	Usual contribution, according to their salary scale	Articles 79.13 to 79.16 of the Act respecting labour standards applies to the leave provided for in this clause

### LEAVE FOR REASONS OF SPOUSAL OR SEXUAL VIOLENCE (5-10.08)

<b>5-10.08</b> Allows victims of sexual or spousal violence to be absent from work		Maximum of 26 weeks in a 12-month period	Notify as soon as possible	None	Without pay	<b>5-10.09</b> Recognized	Usual contribution, according to their salary scale	Articles 79.1 of the Act respecting labour standards applies to the leave provided for in this clause
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For **parental leave**, see the *Guide to parental rights and the QPIP*, 2023-2028 edition, CSQ.

Available from: [https://securitesociale.lacsq.org/wp-content/uploads/2025/02/2409-16\\_GuideParent\\_FEC\\_EN-FINAL.pdf](https://securitesociale.lacsq.org/wp-content/uploads/2025/02/2409-16_GuideParent_FEC_EN-FINAL.pdf)

# SPECIAL LEAVES

### SPECIAL LEAVES (5-10.01)

In which cases	Eligibility	Notice to the College	Salary	Seniority and experience	RREGOP	Other pertinent information
<b>a) Death:</b> spouse, child, spouse's child → 5 working days <b>b) Death:</b> parent, mother-in-law, father-in-law, sister, brother → 3 working days <b>c) Death:</b> sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent → the day of the funeral If the deceased lived at the professor's home → 3 working days <b>d) Wedding:</b> parent, child, sister, brother, half-sister, half-brother → the day of the wedding <b>e)</b> The professor's <b>wedding</b> → 5 consecutive working days, which includes the wedding day <b>f) Moving day</b> → the day of the move, once a year <b>g) Quarantine</b> → the number of days prescribed by the competent medical authority <b>h) Force majeure</b> (fire, flood, disaster, etc.) → agreement between the College and the professor	Tenured and non-tenured teachers, including hourly-paid teachers	Notify as soon as possible	No loss of salary	Recognized	Usual contribution, according to their salary scale	According to the Act respecting end-of-life care (RLRQ, chapter S-32.001), the day(s) of leave provided for in paragraphs a), b) and c) of clause 5-10.01 can begin the day before the scheduled date of death, once the College has been informed.  <b>5-10.02</b> In the case of a death, the number of days granted may vary depending on the distance one has to travel to get to the funeral (see c. a.)

5-10.03						
In which cases	Eligibility	Notice to the College	Salary	Seniority and experience	RREGOP	Other pertinent information
Request leave with pay for serious reasons, namely spousal, family or sexual violence	Tenured and non-tenured teachers including hourly-paid teachers	Written request or notice	No loss of salary	Recognized	Usual contribution, according to their salary scale	-
5-10.04						
A person called upon to serve on a jury or to appear as a witness in a case	Tenured and non-tenured teachers including hourly-paid teachers	Notify as soon as possible	No loss of salary	Recognized	Usual contribution, according to their salary scale	-

For more information on the **RREGOP**, consult the Retraite Québec website at: **Retraite Québec - RREGOP (gouv.qc.ca)**

### MAINTENANCE OF PLANS (HEALTH, LIFE AND LONG-TERM SALARY INSURANCE) WHILE ON LEAVE<sup>1</sup>:

- For the leaves listed below, the employee is obliged to continue participating in the health, life and long-term salary insurance plans:
  - leave with differed pay, part-time leave without pay, PVRTT, gradual retirement, preventative withdrawal, maternity, paternity or adoption leave, and leaves related to parental rights with salary (see “Alter ego, the CSQ Advantage, Your Group Insurance Plan”, January 1, 2023, table 1.10 on page 43 for more complete information).
- During a leave without pay for more than 30 days, the insured must choose one of the following 3 options (section 1.9 of the publication mentioned above):
  - continue participating in all plans held before their leave without pay;
  - continue participating in the health insurance plan held before their leave without pay;
  - continue participating in the basic compulsory health insurance plan only.
- The choice they make will apply for the duration of the leave without pay and for as long as the person remains eligible for insurance, provided they notify their employer in writing within 30 days following the date that their leave began and pay the applicable premiums.
- All professors on leave without pay who have chosen to maintain only the health insurance plan that they held before or the basic compulsory plan will be granted the coverage that they had before their leave on the day they return to work.
- Consult: <https://securitesociale.lacsq.org/assurance/>

<sup>1</sup> Source: Alter ego, the CSQ advantage. Your Group Insurance Plan. Contract J9999 • January 1, 2023. Available at: <https://securitesociale.lacsq.org/assurance/>

Only official documents (collective agreements and other labour legislation) are actual sources of law. In case of disparity between this guide and official texts, the latter shall take precedence.

The information contained herein arises from the current interpretation of the Collective Agreement. However, a number of agreements between local parties might change the scope thereof. In such cases, the said agreements shall prevail.

