

Sick Leave Gratuity:

The pay-out of accumulative sick leave credits at retirement with a minimum of ten years of continuous service at the College may apply to the following employees:

Academic Employees (hired prior to April 1, 1991 and no previous buy-out processed)

Administrative Employees (hired before September 1, 1973)

Support Staff Employees (hired before September 1, 1973)

The College Employer Council provides funding for this type of pay-out. Colleges are required to submit written documentation to the CCAC for approval, prior to any payments being processed.

The pay-out option is elected by the employee (cash or direct transfer to an RRSP).

Cash - subject to mandatory income tax withholdings for lump sum payments (10 - 30%)

Direct transfer to RRSP - Revenue Canada T2151 Form (direct transfer) must be signed by the employee, receiving financial institution and the college.

Formula for Calculating Sick Leave Gratuity:

$$\frac{\# \text{ Sick Credits}}{2} \times \frac{\text{Base Salary}}{261}$$

NOTE; Maximum gratuity payable cannot be greater than 50% of annual base salary.