

Transfer Package Sliding Scale

- A Transfer Payment of up to eight weeks will apply based on completed years of service for ongoing staff; the term ongoing is as defined in the Government Sector Employment Act.
- The following table sets out the scale of transfer payment for completed years of service as at the transfer date:

Continuous Years of Service	Transfer Payment Schedule (weeks of base rate of pay)
Less than one year service	0 weeks
One year or more but less than two years	2 weeks
Two years or more but less than three years	3.50 weeks
Three years or more but less than four years	5 weeks
Four years or more but less than five years	6 weeks
Five years or more but less than six years	7 weeks
Six years or more	8 weeks

- The transfer payment for part time employees will be calculated based upon the average weekly hours worked in 12 month period prior to the transfer date or contracted hours, whichever is the higher excluding any overtime worked.
- Periods of approved leave without pay (including parental leave) will not break continuity of service.
- Periods of leave without pay for total contracted hours will be excluded for the purpose of calculating the years of completed service. Periods of part-time leave without pay will not affect the calculation of years of service.