

**CUPE
LINE SHARING AGREEMENT**

EMPLOYEES' REQUEST

I, _____, a _____
Employee #1 Name Classification
on _____ at _____
Work Unit Work Site

have requested permission to temporarily reduce my hours of work from ___ hours biweekly to ___ hours biweekly for the period of ___ months commencing _____.

During the period that my hours are reduced, I understand that I will be considered a permanent full-time employee temporarily filling a part-time position. I have read the Memorandum of Agreement and I have been briefed on the effects this request will have, including item 9 of Appendix I. During the temporary period that I will work reduced hours,

_____ will increase his/her hours from ___ hours biweekly to ___ hours biweekly.
Employee #2 Name

Employee #1 Signature Employee ID Date

I, _____ have read the above and agree to the terms as detailed.
Employee #2

Employee #2 Signature Employee ID Date

APPROVED **DENIED**

Manager Date

I recommend this request for approval.

CUPE Representative Date

Human Resource Designate Date

SUPERANNUATION PENSION:

This refers to employees who fall under the Civil Service Superannuation Act, an employee participating in a Line Share Agreement may opt to have the amount of contributions calculated by reference to the salary the employee would have received if the employee were not participating in the Line Share Agreement.

An employee considering joining a Line Share Agreement should be aware of the pension options available. Contributions as per:

- Option (a) The full salary applicable to the employee if they were working 100%.
- Option (b) The actual salary received for the lower percentage they are working during the term of the Line Share Agreement.

Implications of above:

- Option (a) The employee will have a full year of pension credit.
- Option (b) The employee will have a part year of pension credit per percentage of reduction.

Option regarding Superannuation benefit selected: _____
(a) or (b) Employee's Signature

cc: Personnel file
CUPE Union
Pension and Benefits Office, PEI Public Service Commission
Payroll