SICK LEAVE CREDITS

NAME OF THE EMPLOYER	DATE / / 2026
NAME OF THE EMPLOYEE	

NOTICE REGARDING THE TOTAL OF SICK LEAVE CREDITS AS OF 31 OCTOBER 2026

(in accordance with article 12 of the Decree respecting Building Service Employees)

1. Credits of sick leave to the end of October – Exact date: / / (2.44 % of all paid hours excluding vacations)		_____	hours
(less)			
2. Maximum number of cumulative hours to the end of October (60% of 4 last weeks worked before 31 October)	–	_____	hours
or (50% if the employee works 6 days/week) (Check here if it is the case):			
3. Excess of hours payable (If the amount is negative put down 0 and terminate here)	=	_____	hours
Multiply by the employee's hourly rate (As of October 31st)	X	_____	$
4. The amount payable for excess hours (Payable before 10 December)	=	_____	$

_____

SIGNATURE OF THE EMPLOYER OR HIS/HER REPRESENTATIVE

Instructions on next page

Once the employer has completed the form, no later than 30 November, he must give a copy to the employee, and send a copy to the Parity Committee by mail, email (info@cpeep.qc.ca) or by fax (514 383-5349)

INSTRUCTIONS

1. CREDITS OF SICK LEAVE TO THE END OF OCTOBER

These are the sick leave hours accumulated by the employee as of 31 October or the nearest pay period. If it is not already updated, calculate the total of all the hours paid (including legal holidays and sick leaves, but excepted vacation) since the employee became a regular employee. Multiply this total by 2.44% to get the total sick leave accumulation. Deduct the sick leave paid during the current period, if applicable.

2. MAXIMUM NUMBER OF CUMULATIVE HOURS TO THE END OF OCTOBER

In order to calculate the maximum number of cumulative hours, add the total of all paid hours in the last 4 weeks of the employee before 31 October (or the nearest pay period) and multiply by 60%.

Attention! These are not necessarily calendar weeks: you must take the 4 last worked weeks for each employee.

Examples: Week ending the:	EMPLOYEE 1	EMPLOYEE 2
25 October	40 hrs	20 hrs
18 October*	26 hrs	15 hrs
11 October	40 hrs	18 hrs
4 October	not worked	22 hrs
27 September	30 hrs	
(Week ending 18 October: include the holiday's paid hours)*		
Total	136 hrs	75 hrs
	x 60% **	x 60% **
Maximum hours cumulative	81.6 hrs	45 hrs

*(** If the employee works 6 days per week, you must multiply by 50% instead of 60% and check the corresponding box on section 2 of the form.)*

3. EXCESS OF HOURS PAYABLE

The payable excess hours are calculated by deducting the maximum hours cumulative from the total credit sick leave accumulation to the end of October (total of the hours appearing on the first line of the form).

If we take as example employees 1 and 2 of the preceding section and we suppose they both have 50 hours of sick leave accumulation on October 25th, the calculation would then be the following:

		EMPLOYEE 1	EMPLOYEE 2
Line 1. Sick leave credit as of October 25th		50 hrs	50 hrs
Line 2. Maximum cumulative	-	81.6 hrs	45 hrs
Line 3. Payable excess hours	=	nothing to pay	5 hrs due

4. THE AMOUNT PAYABLE FOR EXCESS HOURS

Multiply the number of hours due at step 3, if applicable, with the hourly rate of each employee, as of Octobre 31st. If an employee is paid at more than one rate (Class A and B, for example), the excess hours must be paid proportionally to the hours worked in each class.

Once the employer has completed the form, no later than 30 november, he must give a copy to the employee and send a copy to the Parity Committee by mail, email (info@cpeep.qc.ca) or by fax (514 383-5349).

Attention! Sick leave credits are cumulative from year to year: they must not be reset to zero following the excess hours' calculation.