**Self-Funded Leave Program**

Date: April 27, 2015

To: Directors/Chiefs of Compensation and Labour Relations Public Service Pay Centre, Miramichi

The purpose of this notice is to provide updated information concerning the financial institutions that administer the self-funded leave program for federal employees.

Caisse Desjardins has given notice that effective May 1, 2014 they terminated their agreement with the federal government with regard to the self-funded leave program. They have agreed to continue to administer existing agreements but are no longer accepting new applications for self-funded leave agreements.

Alterna Savings Credit Union Limited (formerly the CS-COOP) continues to accept new applications and administer the salary deferral arrangements.

Once the employee’s manager has approved the leave, the pay office can send the application either by FAX or email to the contact below. The account will be set up and the application will be resent by FAX with Section 5 duly completed (with the account number for the deduction to be transferred to).

Alterna contact:

Lisa-Anne Gallant  
Deposit Operations  
400 Albert St  
Ottawa (Ontario) K1R 5B2  
Tel: 613-560-0100, Extension 6696  
FAX: 613-560-6398  
[Lisa-anne.gallant@alterna.ca](mailto:Lisa-anne.gallant@alterna.ca)

Questions regarding this bulletin should be directed to your departmental Corporate Compensation Official.

Kevin Marchand  
Senior Director  
Core Public Administration  
Compensation Management   
Compensation and Labour Relations  
Office of the Chief Human Resources Officer