**Are you going on Leave for three months or longer?**

**Here are a few things to know and remember…**

* Talk to a compensation advisor ([Compensation-Remuneration@tribunal.gc.ca](mailto:Compensation-Remuneration@tribunal.gc.ca)) to understand the implications your leave may have on your pay, benefits and pension.
* Take a screenshot of your leave balances. Access the [HRIS leave self-serve portal](https://atsschris4.corp.atssc-scdata.gc.ca/Splash.aspx) (request a screen shot from [HRIS-SIRH@tribunal.gc.ca](mailto:HRIS-SIRH@tribunal.gc.ca) if you do not have access).

* Although you need to return your IT equipment, note that IT will not delete your Outlook account while you are on leave, they will simply suspend it then reinstate it upon your return.
* You can keep your government photo ID card.
* Check to see that your security clearance isn’t due to expire while you are on leave (as it is a condition of employment). Contact [PersSec-SecPers@tribunal.gc.ca](mailto:PersSec-SecPers@tribunal.gc.ca) for information.
* Take note of the contact information for the following, in case you need it while you are away:
  + Your manager’s contact information
  + Compensation: [Compensation-Remuneration@tribunal.gc.ca](mailto:Compensation-Remuneration@tribunal.gc.ca)
  + ATSSC IT: [IT-TI@tribunal.gc.ca](mailto:IT-TI@tribunal.gc.ca) / 613-947-5444
  + Social SecurityTribunal Secretariat IT: [NC-SST-TSS-ITR-TIR-GD@canada.gc.ca](mailto:NC-SST-TSS-ITR-TIR-GD@canada.gc.ca) / 1-800-268-0408
  + Security: [Security-Securite@tribunal.gc.ca](mailto:Security-Securite@tribunal.gc.ca) / 613-854-5334
  + Ocupational Health and Safety: [OHS-SST@tribunal.gc.ca](mailto:OHS-SST@tribunal.gc.ca)
  + GCwiki: [Working at the ATSSC](https://wiki.gccollab.ca/Working_at_the_ATSSC)