

Sample letter – Employees and members of the Canadian Armed Forces and the Royal Canadian Mounted Police – Death After May 12, 2010.

Note: spaces for inserting text are identified with square brackets and an asterisk

The *Public Service Employment Regulations* (PSER) establishes a priority entitlement for the surviving spouses or common-law partners of persons whose death is attributable to the performance of their duties.

As the surviving spouse or common-law partner of [* insert name of the person] was employed in [* insert the Canadian Forces or the RCMP or the public service]" and whose death on [* insert name of death] was attributable to the performance of their duties, you are entitled to be considered in priority to any position that is open to the general public in an organization of the public service that is governed by the *Public Service Employment Act* (PSEA).

Should you meet the qualifications required for the position, you will be appointed ahead of all others, with certain limited exceptions.

In order to be entitled to the priority for surviving spouses or common-law partners, you must:

- not be a person already employed for an indeterminate period in an organization of the public service at the time you make the request.
- have qualified for survivors' benefits under any federally or provincially legislated plan as a result of the death of the person that is attributable to the performance of duties.
- make a request within two years from the date you qualified for compensation [* indicate dates in brackets].

Once you have informed us in writing about your interest in requesting this priority entitlement, you will be registered in the Priority Information Management System (PIMS) of the Public Service Commission (PSC) for referral to positions open to the general public for which you may be qualified.

Once the PSC receives your application from [* insert name of the organization], it will contact you to complete the registration process initiated by our organization.

Should you be interested to benefit from this priority entitlement, please send your request to [* insert name of departmental contact and coordinates], along with a copy of your resume.

For more information on the priority entitlement for surviving spouses or common law partners, you may consult the [Guide on priority entitlements](#).

You may also contact [* insert name of departmental contact] at [* coordinates].