



Volunteering with Cuso International

The BC Public Service and Cuso International have teamed up to provide employees with the opportunity to volunteer overseas. If you're accepted to serve with Cuso International, the BC Public Service will continue to cover the employer costs of your benefits for up to two years while you're away. You'll also be able to return to an equivalent public service position in return for a commitment equivalent to your leave.

As an employee interested in being considered for a Cuso International placement, you will apply for:

- An unpaid leave of absence (leave) from the workplace.
- A specific placement through Cuso International.

Before Applying for a Placement with Cuso International

Employee

- The **employee** will visit the [Cuso International website](#) to learn about current opportunities, leave timeframes, etc.
- The **employee** will talk with your **manager** about how a Cuso International placement relates to professional development Performance Development Platform goals and discuss logistics (e.g., best time to take leave etc.)

- The **employee** submits a written expression of interest to your manager.

Manager

- The **manager** considers the leave request, approves or denies leave, and advises the employee of the decision.
- If leave is approved, the **manager** acknowledges the approval in writing.

Applying to Cuso International

Employee

- The **employee** applies for a [Cuso International placement](#) using the application on the Cuso website.
- The **employee** awaits notification from Cuso International regarding next steps in the process and has a short phone interview with Cuso International to match fit and interest with existing opportunities.

Preparing for a Cuso International placement

Employee

- The **employee** advises their **manager** of placement specifics, including start date and anticipated return to work date.

Manager

- The **manager** plans for the leave to ensure operational needs are met.
- The **manager** completes and submits a [General Leave Without Pay – Approval and Acknowledgement Letter](#), shares it with the employee and submits it through AskMyHR.

Employee

- The **employee** completes and submits a [continued benefit coverage](#) form.
- Cuso International (CUSOInfo@gov.bc.ca) answers placement benefits coverage questions.
- The **employee** consults with Cuso International on travel related details, including funding, pre-departure training, the volunteering contact, etc.
- Cuso International advises the BC Public Service Agency of confirmed employee placements.

Returning to service with the BC Public Service

Employee

- The **employee** advises their manager of return-to-work date at least one month in advance.

Manager

- The **manager** plans for the employee's return to the BC Public Service and consults with the BC Public Service Agency, as needed.

Employee

- The **employee** advises AskMyHR of return to service to ensure benefits are reinstated.
- Pension contributions are not made while on leave with Cuso International. After returning to work you, **the employee**, can purchase pensionable service for the time you were away. Visit [Purchase of Service on MyHR](#) to learn more.
- Cuso International provides reintegration services:
 - All returned volunteers are invited to attend a reintegration workshop.
 - Check in one month following your return.
 - Counselling services available through Cuso International and the BC Public Service [Employee and Family Assistance Services](#) (EFAS).

Contacts and resources

Cuso International website - <https://cusointernational.org/>

Cuso International email - Cuso.recruitment@cusointernational.org

BC Public Service Agency Cuso website - [Cuso International - Province of BC \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/employment-research-training/cuso-international)

BC Public Service Agency Cuso email - CUSOInfo@gov.bc.ca