

Volunteer 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 for up to two years, the BC Public Service will continue to cover the employer costs of your benefits while you're away. You'll also be able to return to a public service position equivalent to the position you held before you left and you must return for a period equivalent to your leave.

Interested in a Cuso International Placement?

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

- An unpaid leave of absence from the workplace from your manager
- A specific placement directly with Cuso International

Before Applying for a Placement with Cuso International

Employee

- Visit the [Cuso International website](#) (This website outlines current opportunities, leave timeframes etc)
- Talk to your manager about how a placement with Cuso International could assist you to meet goals outlined in your current *MyPerformance* plan. What is the best time to take this type of leave etc
- Submit a written request to your supervisor or manager that you're interested in pursuing this leave

Manager

- Determine whether approval can be granted and advise the employee of the decision
- If Leave approved, acknowledge in writing to the employee

After Approved for a Leave of Absence from the Workplace

Employee

- Apply for a placement with Cuso International using the application process on the Cuso International websites
- Await notification from Cuso International regarding next steps in the process
- Phone interview with Cuso (30 min) to determine fit and interest with existing opportunities

After Notification from Cuso International

Employee

- Advise your manager of the specifics of the placement, including start date and anticipated return to work date
- Complete and submit a benefits form to [apply for available continued benefit coverage](#) (for questions regarding benefits coverage during Cuso International service, email CUSOInfo@gov.bc.ca)
- Consult with Cuso International on placement and other opportunities:
 - all travel related details
 - ¾ day session run by Cuso on simulations of being abroad
 - Receive notification from Cuso approved to be a volunteer – sign a contract
 - 5 days in Ottawa training through Cuso International (approx. 1 month before departure on placement)

Manager

- Plan for the leave of absence in your department to ensure operational needs are met
- Complete and submit a *General Leave Without Pay – Approval and Acknowledgement Letter* [available here](#) - share with employee and submit letter through AskMyHR
- Cuso International will advise the BC Public Service Agency of confirmed employee placements

Returning to service with the BC Public Service

Employee

- Advise your manager of your return to work date providing one month advance notice for planning purposes
- Advise AskMyHR of your return to service to ensure benefits are reinstated
- Cuso International provides reintegration services – check in one month following your return
 - Optional: participate in Ottawa session held within 5 months of return to work through culture shock etc
 - Counselling services available through EFAP (BC Public Service) as well as through Cuso International
- Pension contributions are not made while you are on leave with Cuso International, but after returning to work you can purchase pensionable service for the time you were away. [» Go to Purchase of Service on MyHR.](#)

Manager

- Plan for the employee's return to the BC Public Service
- Consult with the BC Public Service Agency as needed

Other Resources:

- @ work
 - Blogs "[Volunteers do it everywhere](#)" and "[Next Stop, Jamaica](#)"
 - <https://gww.gov.bc.ca/community-involvement>