

- Suggestion Awards for ideas that improve the Public Service;
- Long Service Awards to mark 25 and 35 years of employee service and retirement;
- Outstanding Achievement Awards for career employees who have given distinguished service;
- Awards of Excellence for "the best of the best" contributions from departmental Suggestion and Merit Awards.

Ms. Simard-Andujar is located on D3 and can be reached at 995-8753.

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### **INTERNATIONAL TRADE CENTRES (ITC)**

Located in 11 cities across Canada, the ITCs provide easy, direct access to trade services for Canadian exporters. The centres, operated by EAITC and Industry Science and Technology Canada (ISTC), and whose staff include experienced Trade Commissioners, provide a wide range of services to companies seeking export counselling, export financial assistance, export publications, help in participating in international trade shows, technology transfer and joint ventures with foreign investors.

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### **JOB DESCRIPTIONS**

Your job description should be obtained from your division, or should evolve from discussions with your Director or Deputy Director. Should you wish to obtain a formal job description, however, you should contact Personnel Operations (APSO). Please note that not all positions will have formal job descriptions.

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### **LEAVE WITHOUT PAY**

The possibility of obtaining a leave without pay is available under certain conditions. For more information, contact your assignment officer.

See also: - *Collective Agreement* - Article 14.  
- *Human Resources Management Manual* - Chapter 7.4 - "Notes on Certain Types of Leave".

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