

Use this form only if you are applying for an individual exemption, or on behalf of an employee. Complete and sign this form, and submit to the deputy minister of your department, or the chief executive officer of your public sector body.

This form must be used for exemption requests made by an employee, or on behalf of an employee, under section 7(1) of the **Public Sector Compensation Transparency Act**, which reads as follows:

7. (1) The deputy minister of a department or the chief executive officer of a public body may exempt information from being disclosed regarding an employee where
- (a) a written application is submitted in the time period prescribed in the regulations, by, or on behalf of, the employee to
 - (i) the deputy minister of the department where the employee is employed, or
 - (ii) the chief executive officer of the public body where the employee is employed; and
 - (b) the deputy minister of the department or the chief executive officer of the public body is of the opinion that disclosure of the information could reasonably be expected to threaten the safety or mental or physical health of the employee.

A copy of this form must also be submitted as part of an appeal made by an employee, or on behalf of an employee, following a decision of the deputy minister or chief executive officer to not grant an exemption, under section 7(2) and (3) of the **Public Sector Compensation Transparency Act**, which reads as follows:

- (2) Where an employee is dissatisfied with the decision of the deputy minister or chief executive officer under subsection (1) he or she may appeal the decision to the President of Treasury Board.
- (3) The President of Treasury Board may exempt information from being disclosed regarding an employee where
 - (a) the employee submits the appeal in the time prescribed in the regulations; and
 - (b) the President of Treasury Board is of the opinion that disclosure of the information could reasonably be expected to threaten the safety or mental or physical health of the employee.

Notes:

- An exemption can only be granted where disclosure of the information could reasonably be expected to threaten the safety or mental or physical health of the employee.
- See the [Exemption Policy and Process](#) for instructions on how to complete this form and where to send it.

COMPLETE THE FOLLOWING:

Name of Employee: _____

Name of Applicant (if different than employee): _____

Name of Employer (department or public sector body): _____

Detailed description of the threat to safety or mental or physical health of the employee:

Signature of employee (or applicant, if different than employee): _____

Date: _____

Exemption request granted

Exemption request denied.

Signature of deputy minister, or chief executive officer _____

Date: _____

If appealed to the President of Treasury Board

Exemption request granted

Exemption request denied.

Signature of President of Treasury Board _____

Date: _____

Important: You will not get another opportunity to provide information. So, it is essential to make sure that all of the information you have considered is included in your application form. Include/attach all appropriate facts, as well as additional evidence and/or information that may be relevant to these points.

The personal information that you provide on the exemption application form for individuals will be used for the purpose of making a determination under section 7(1)(2) and (3) of the *Public Sector Compensation Transparency Act* and related regulations. It is collected under the authority of section 61(c) of the *Access to Information and Protection of Privacy Act, 2015*, and is protected by the privacy provisions of that act. If you have any questions about the collection of this information, you can contact the assigned official for your department or public sector body.