

Employment Standards Act Leave of Absence – within 6 months

Timeline

Please use this timeline as a helpful guide to complete the service purchase process. The average time to complete this service purchase is six to nine months. As the process is complex and there may be delays, please note that your service purchase may take longer to complete.

This process applies to a statutory leave defined under the *Employment Standards Act, 2000* (other than a pregnancy, adoption or parental leave, which follows a separate process). If the purchase is made within 6 months of the end date of your leave this service purchase is shared 50/50 between the employer and the member.

1. Application form	2. PA or PSPA Calculation	3. Payment	4. Confirmation of Purchase
<p>Your employer gives you the <i>Leave notification and purchase request within 6 months from end of leave - Employment Standards Act Leave of Absence</i> form and explains your cost and payment options. Both you and your employer complete the form, and your employer sends it to the CAAT Pension Plan.</p> <p>Ensure form is complete to prevent delays.</p> <p>You have 6 months from the end date of your leave to make full payment at the quoted cost. After this date you must begin the process again. The service is re-calculated and the cost may increase.</p> <p>We strongly recommend that your signed form be sent as soon as possible to ensure your payment meets the deadline.</p>	<p>Your employer indicates on your <i>Leave notification and purchase request</i> form whether a Pension Adjustment (PA) or a Past Service Pension Adjustment (PSPA) is required depending on the timing of your purchase.</p> <p>If a PSPA is required the Plan calculates and submits your PSPA request to the Canada Revenue Agency and will notify you and your employer to confirm it has been approved.</p> <p>Your employer will notify you when to proceed with your payment.</p> <p>If a PSPA is required please do not send your payment until after it is approved.</p>	<p>Once step two is complete you can now proceed with the payment of your service purchase.</p> <p>You have two options for payment:</p> <p>Cash - submit your portion of the payment to your employer and they will submit both portions of the payment to the Plan in a lump sum.</p> <p>RRSP - Your employer requests a T2033 form from the Plan. You submit the form to your financial institution, and have them send your portion of the payment in a lump sum net of any service fees to the CAAT Pension Plan c/o CIBC Mellon. Your employer submits their portion of the payment by the deadline on your purchase request form.</p>	<p>Once the full payment has been received, the Plan will update your record and send you confirmation within 30 days.</p> <p>The service purchase will be reflected on your Annual Statement.</p> <p>If you purchased service with cash your employer will send you a T4 slip.</p>