caat
PENSION PLAN

Reporting key member events

April 30, 2026

Agenda

1. Retirement
2. Termination
3. Reporting non-contributing members
4. Pre-retirement death
5. Disability leaves
6. Change of employment

Retirement

Retirement eligibility

- DBprime members
  - Age 55 or over
  - Age 50 and 20 years of service
- DBplus members
  - Age 50 or over
- Members with both DBprime and DBplus
  - Age 50 or over

The latest a pension can start is December 1 of the year the member reaches age 71, whether or not they continue to work.

This is the one scenario in which a member can work and collect a pension at the same time.

Retirement process

1. The employer completes a *Pension Application* using PAL
2. CAAT calculates the member's pension and provides the retirement package directly to the member
3. The member returns their completed *Retirement Option Document* with any supporting documentation to CAAT using **My Pension** or by mail
4. CAAT sets up the member's monthly payment, and the member receives it for life

Retirement process *(continued)*

- Three months in advance of retirement date
  - Complete retirement process through PAL
- Refer to the payment schedule in the Employer Manual
  - Retirement > Pension processing dates
- Pension revision thresholds:
  - DBprime – Threshold of $150 for earnings
  - DBprime – Two working days for service
  - DBplus – Member and employer contributions of $140

Vacation pay – DBprime only

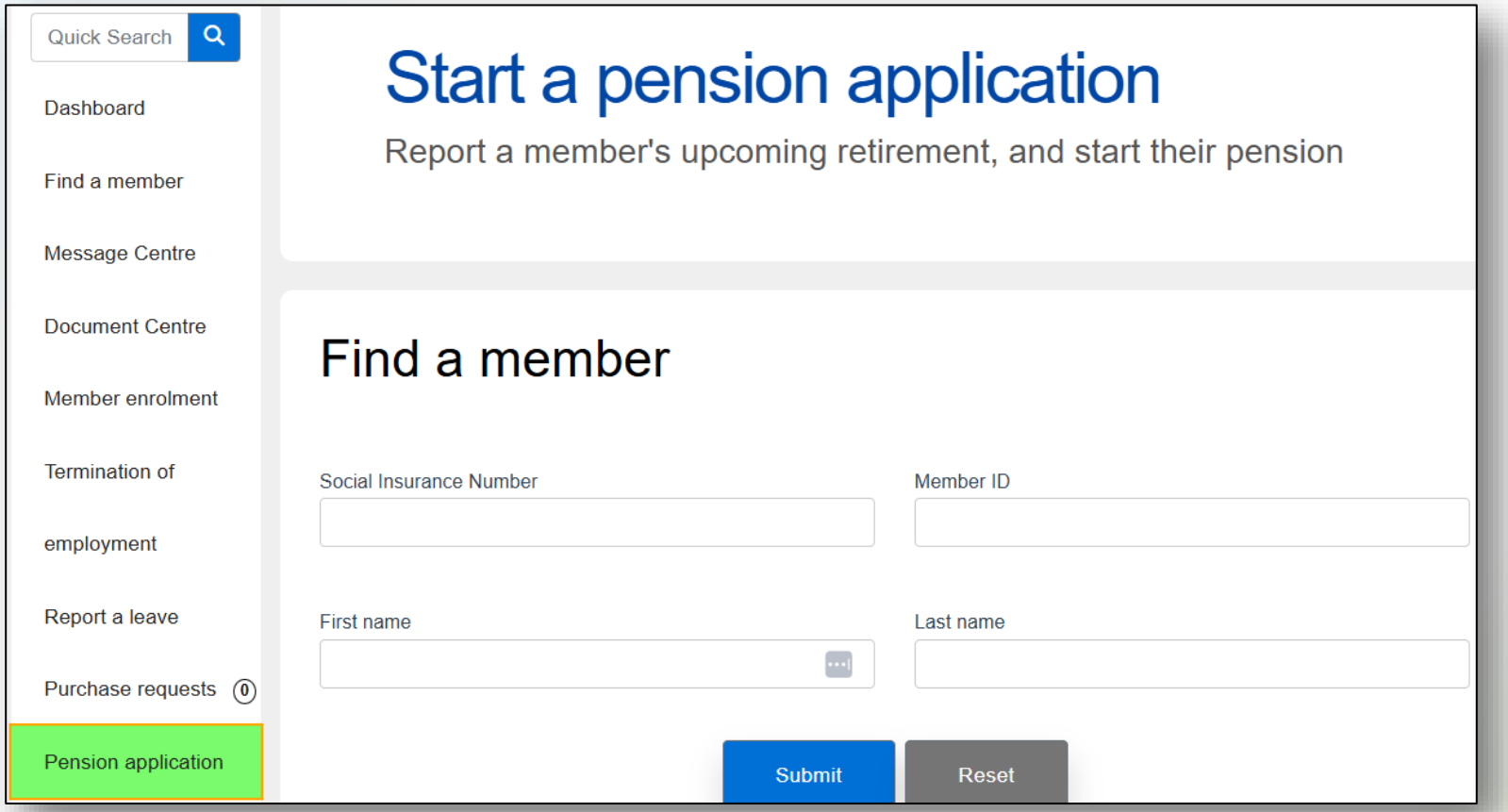
- Vacation pay is given to a member for accrued vacation
- If requested by the member
  - Only vacation pay earned in the current benefit year may be pensionable at retirement

Retroactive payments – DBprime only

- Retroactive payment
  - Include retroactive payment in the *Pension Application*
- Revised retroactive payment
  - Submit a revised *Pension Application*

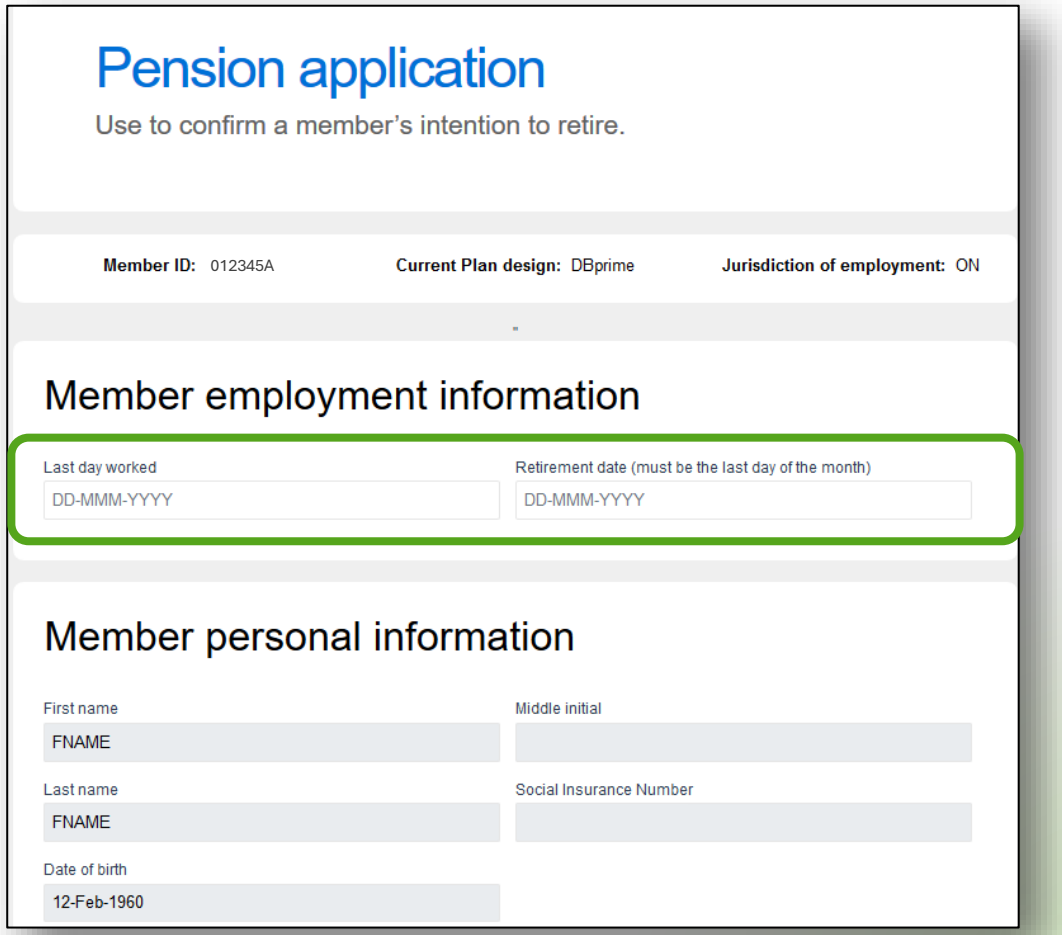
Pension application process

- Select **Pension application** and find the member

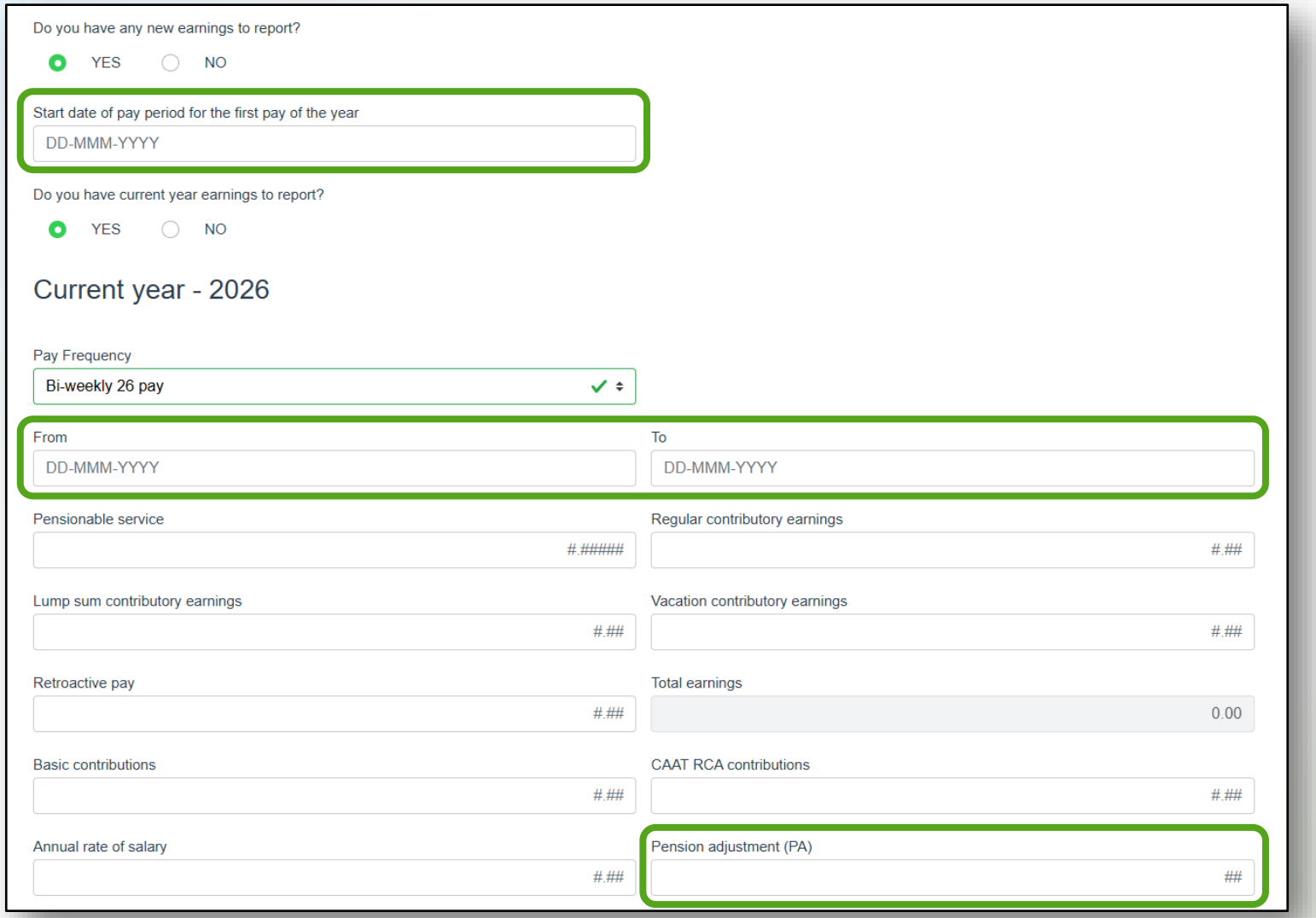


Pension application process

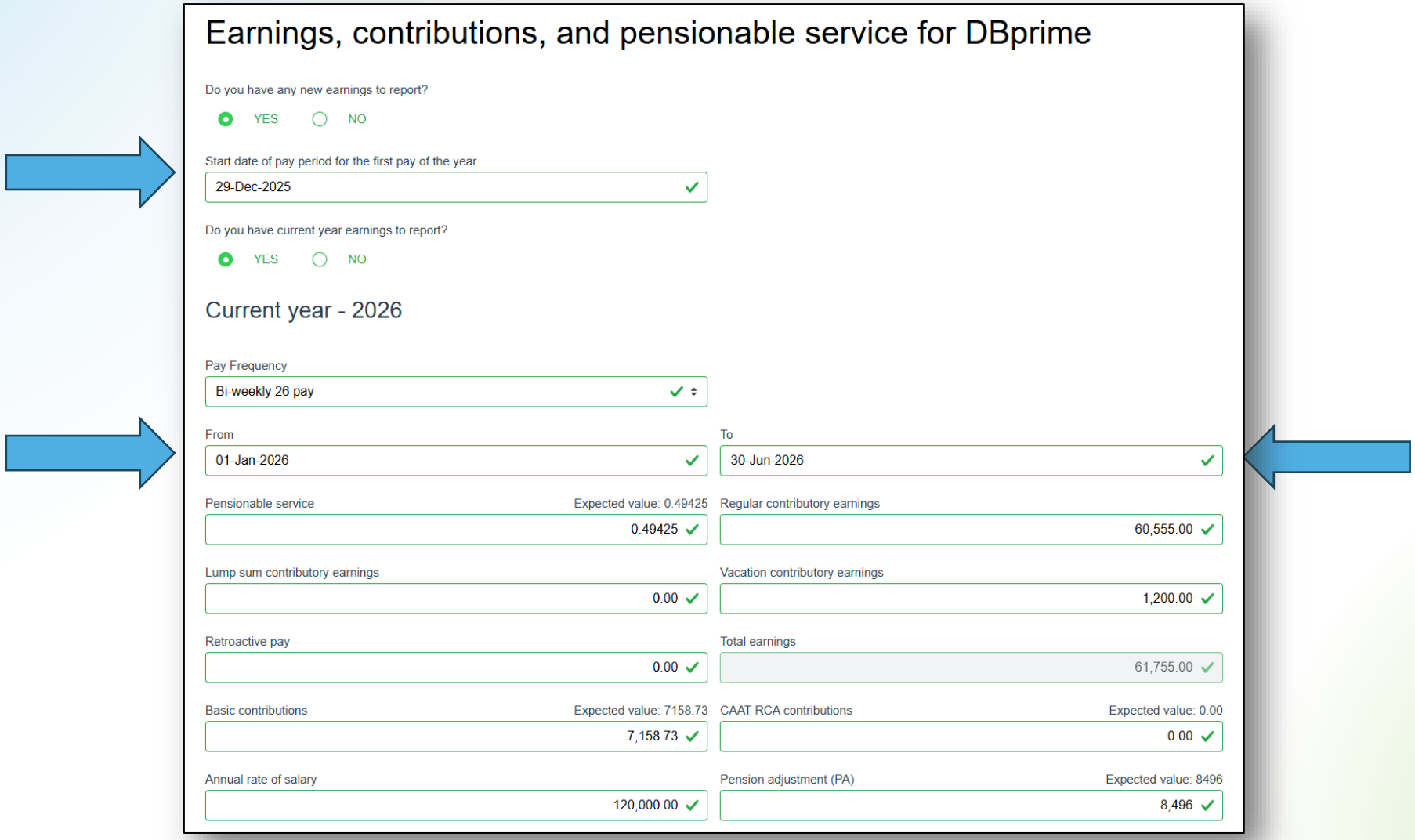
- On the **Pension application** page, complete the financial details for the member
- **Last day worked** is the last day that the member works for the employer
- **Retirement date** is the last day of the **month** in which the member last made contributions to the Plan



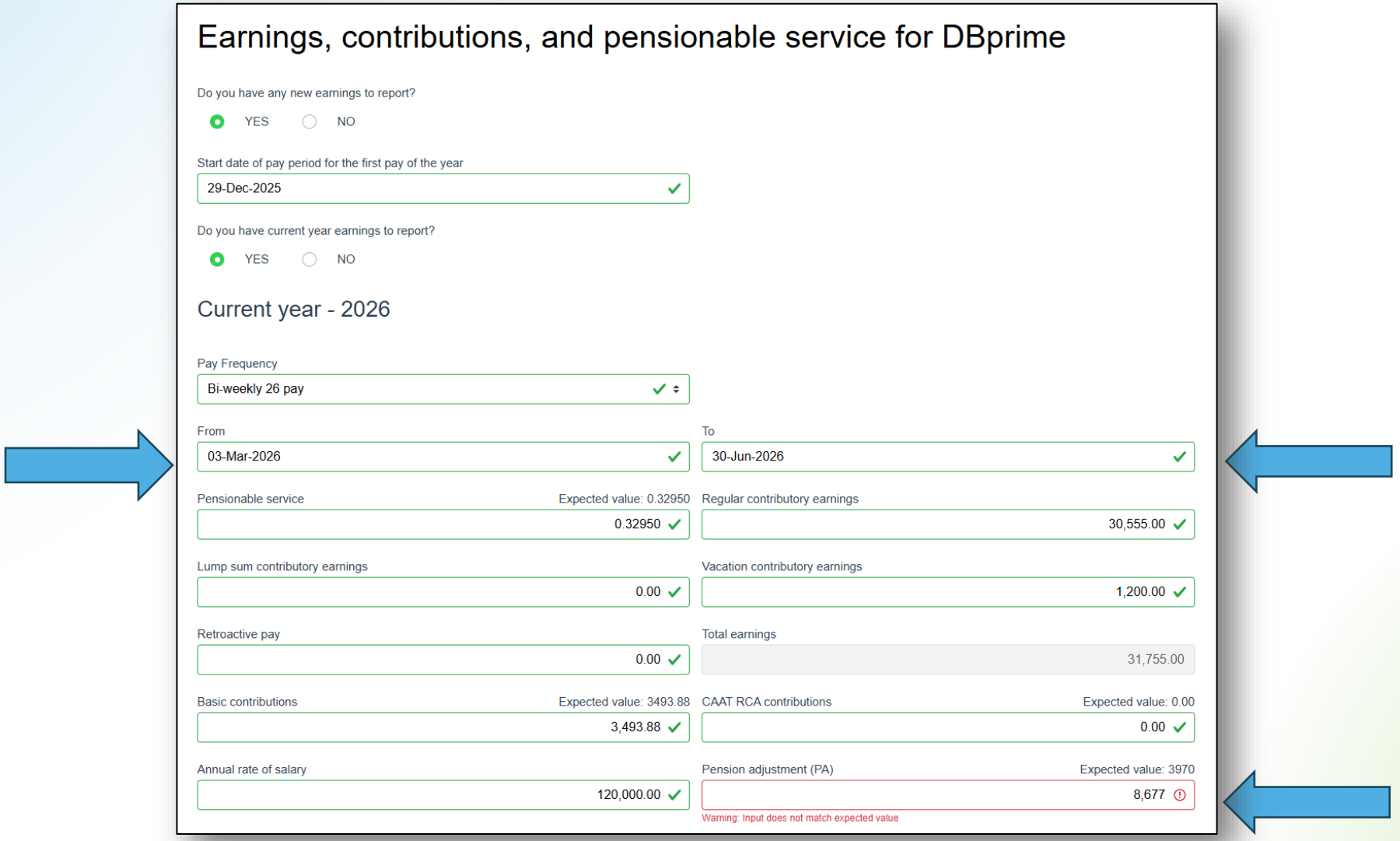
Pension application process



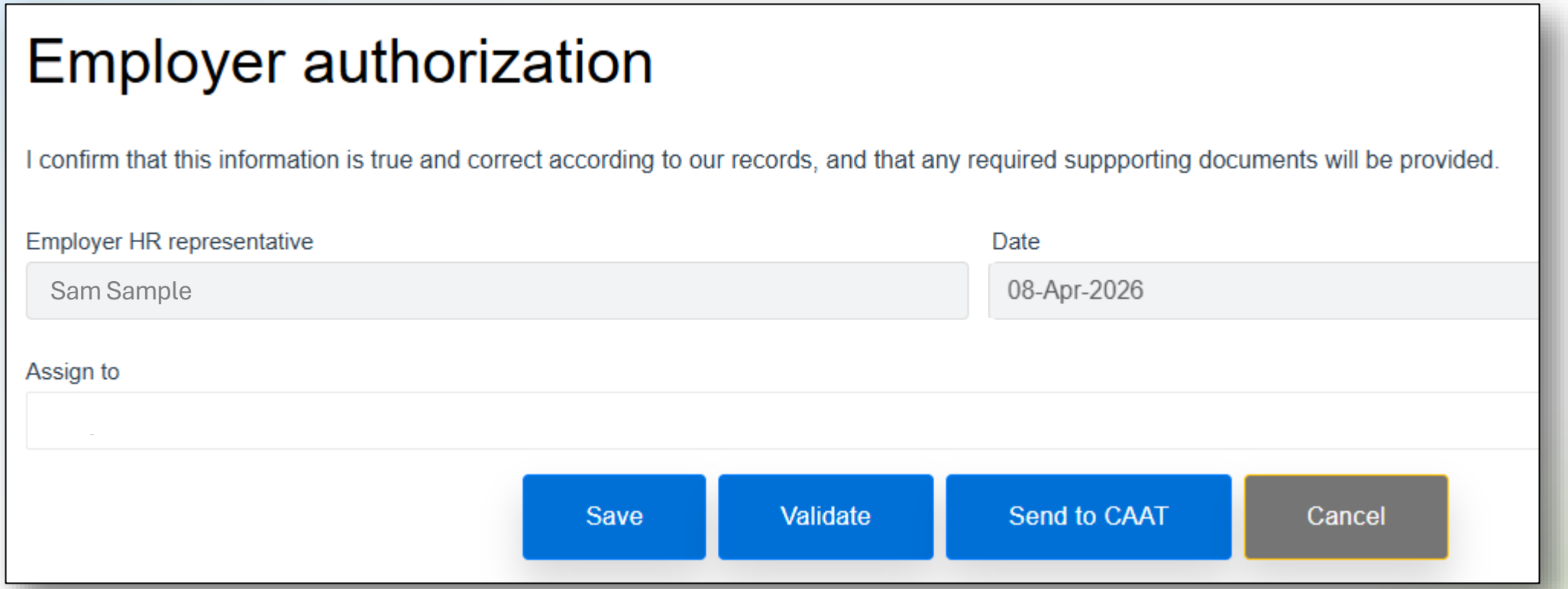
Pension application process



Pension application process

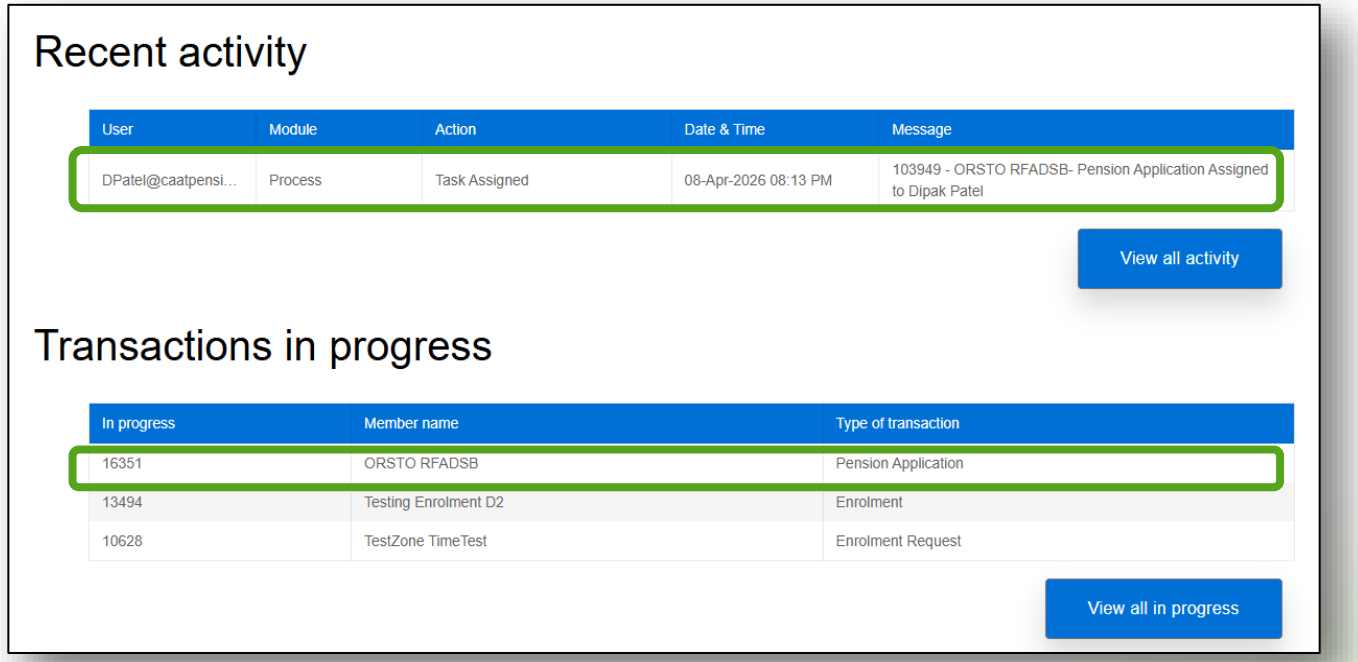


Pension application process



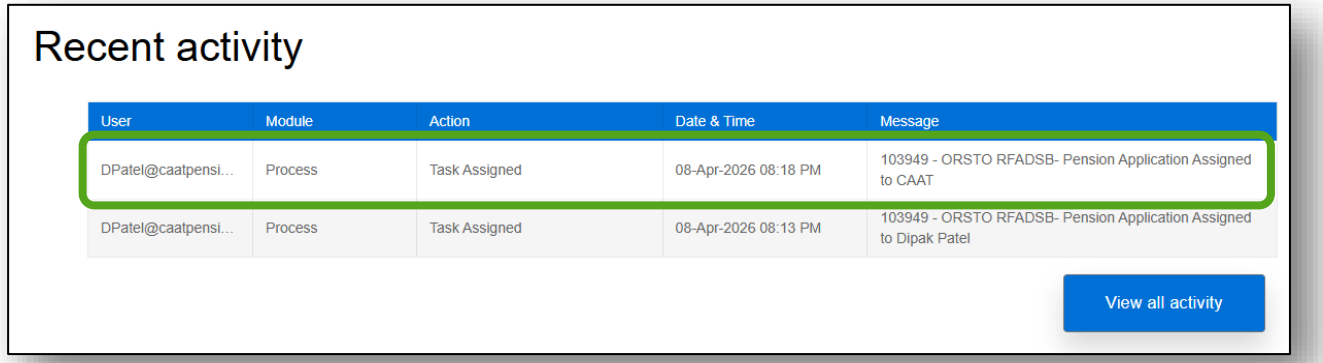
Pension application process – Save

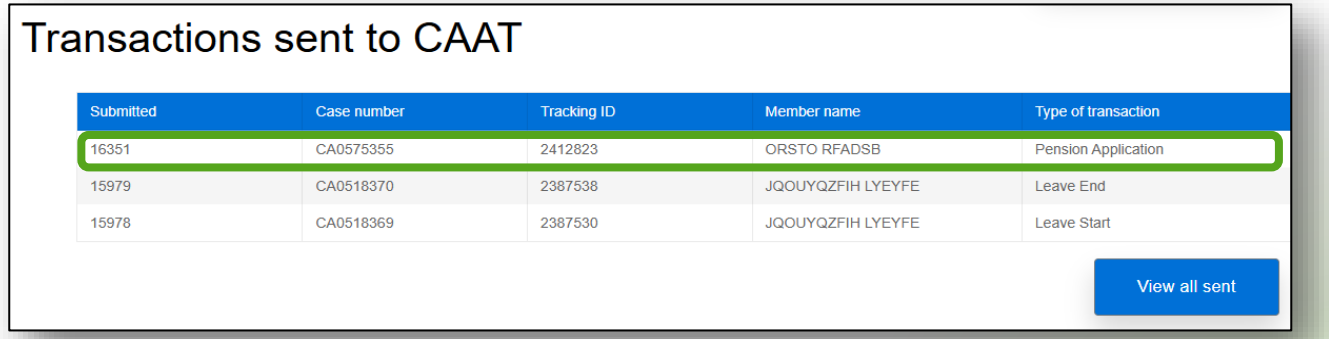
- Once the transaction is successfully saved, you will be redirected to the dashboard
- In the dashboard, you can view the transaction in both the **Recent activity** and **Transactions in progress** sections
- Saved transactions in progress are purged after 45 days



Pension application process – Submit

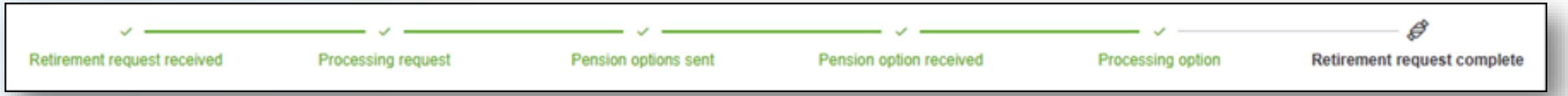
- Once the transaction is submitted, you can view this submission on the dashboard under the **Recent activity** and **Transactions sent to CAAT** sections





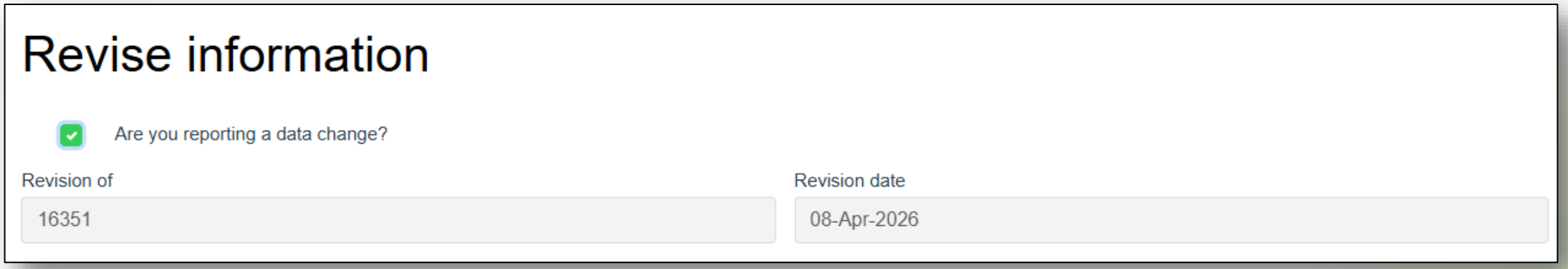
Pension application process – Retire Online

- The progress bar shows where the status of the pension application



Pension application process – Revision

- If a revision is needed, open the original application sent to CAAT
- Under the **Revise information** section, check “Are you reporting a data change?” and update the applicable information
- Revisions through PAL can be made up to May 31 of the year following the date of retirement



Termination

What is a termination?

- When a CAAT member leaves their employment at a CAAT employer, before being eligible for an immediate pension
- At the member's termination date:
  - DBprime
    - Less than age 55
    - Does not have age 50 and 20 or more years of service
  - DBplus
    - Less than age 50

Extension of Membership

- After terminating employment:
  - Members remain in the Plan for 24 months
  - Referred to as Extension of Membership (EOM)
- Must terminate employment at all CAAT participating employers before being eligible for a benefit

Extension of Membership options

Options for members **during** the 24-month EOM period:

1. Start working at another CAAT employer (must enrol)
2. Transfer to another employer's registered pension plan (if the other plan accepts the transfer)
3. Start their pension if they become retirement eligible

Extension of Membership options

Options for members **after** the 24-month EOM period:

1. Deferred pension
2. Commuted value transfer
   - To a personal locked-in retirement savings vehicle
   - To another employer's pension plan (if that plan accepts the transfer)

Commuted value option is available for six months after termination of membership

Termination process

1. Employer completes **Termination of employment** process through PAL
2. CAAT mails a letter to the member explaining the 24-month EOM period
3. CAAT mails an Option Document directly to the member at the end of the 24-month EOM period
4. Member completes the Option Document and forwards it, along with applicable documentation, to CAAT using **My Pension** or by mail
5. CAAT processes the elected option

Vacation pay – DBprime members only

The same rules apply for termination as apply for retirement

- Vacation pay is given to a member for accrued vacation
- If requested by the member:
  - Only vacation pay earned in the current benefit year may be pensionable at termination

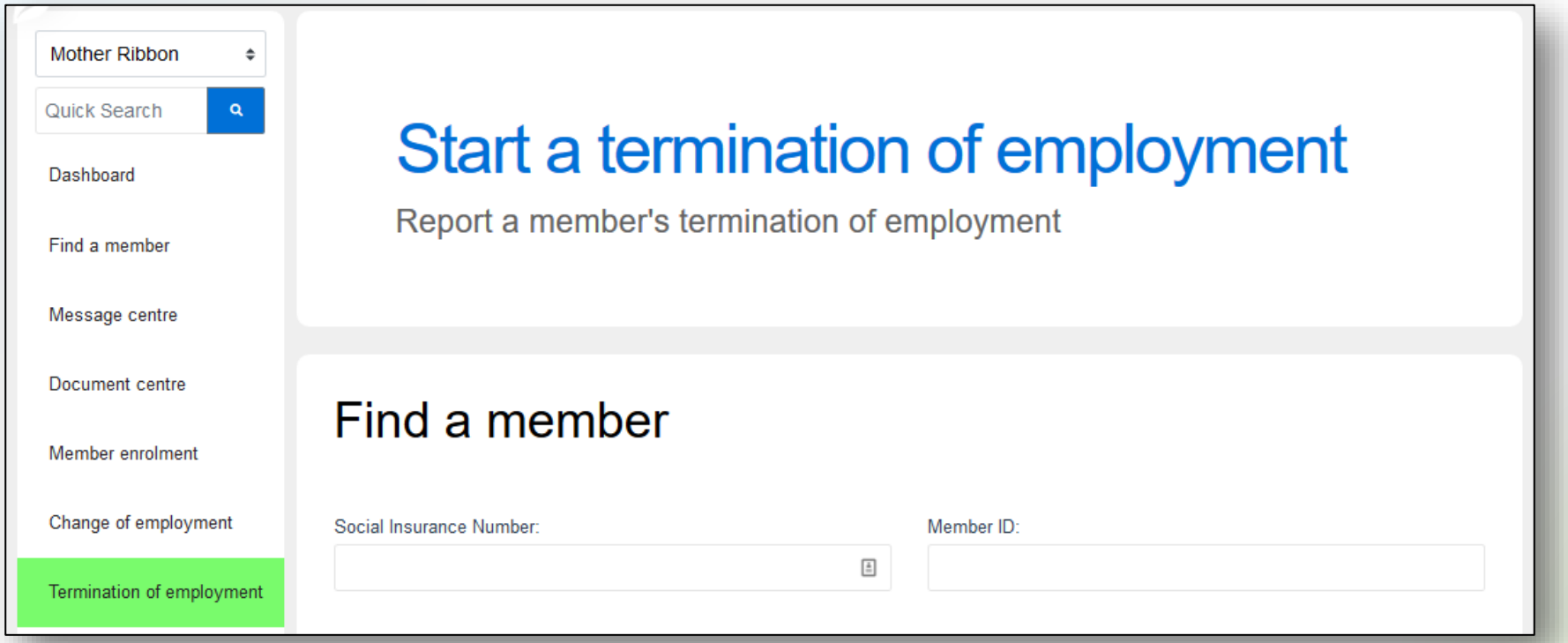
Last day worked and termination date

Last day worked = last day for which a member is paid for their work with the employer and made contributions to the Plan

Termination date = last day of employment with the employer

Termination of employment process

- Select **Termination of employment** to start the process



Reporting non-contributing members

Reporting non-contributing members

- **Who is affected?**
  - College employers
  - Non-contributing (NC) members – OTRFT members who have not contributed to the Plan during the last 12 months

- **Why report this information?**
  - Members to receive option documents in a timely manner
  - Better record keeping
  - Saves time during year-end activities

Reporting non-contributing members

- **How to report?**
  - Fewer than 25 members – submit application using PAL
  - 25 members or more – submit an Excel file including the members name, SIN and the last day worked

- **How often to report?**
  - Three times per year – by **May 31, October 31** and **December 31**
  - No longer accepted annually in the DCT

Pre-retirement death

Pre-retirement death

- CAAT pays a pre-retirement death benefit if the member dies before they retire
- Applicable to:
  - Active members
  - Members in EOM period
  - Former members eligible for a deferred pension

Pre-retirement death – Survivor benefits

Paid according to a specific order of eligibility		
Ontario/Nova Scotia		**Other jurisdictions**
1	Eligible spouse	Eligible spouse
2	Eligible children	Designated beneficiary
3	Designated beneficiary	Estate
4	Estate	—

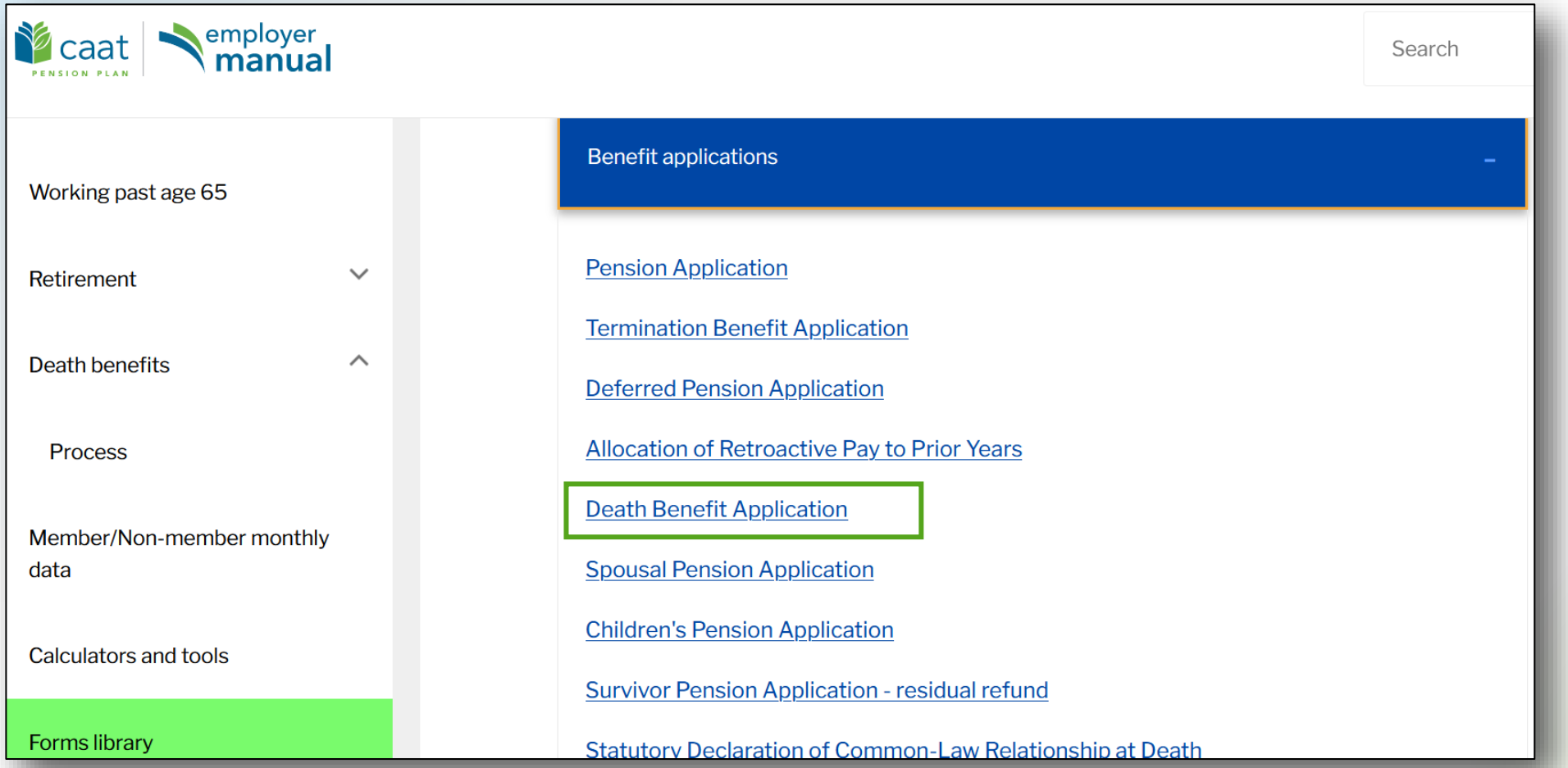
Pre-retirement death process

1. Employer completes *Death Benefit Application* and submits it to CAAT using Message Centre in PAL
2. Employer submits proof of death, if available
3. CAAT calculates survivor benefits
4. CAAT mails the Pre-Retirement Death Option Package to the member's eligible survivor
5. The eligible survivor forwards completed, signed Option Document and supporting documentation to CAAT
6. CAAT processes payment(s)

Vacation pay and pension adjustment

- Vacation pay is not pensionable in the event of a member's death
- Pension adjustment (PA) calculation is not required in the member's year of death

Finding the *Death Benefit Application*



Disability leaves of absence

Disability leaves

- A member who is in receipt of long-term disability (LTD) benefits or a **full** loss of earnings workers' compensation (WC) benefit
  - Stops contributing to the Plan
  - Continues to accrue pensionable service and related benefits based on their deemed earnings

Disability leaves

- A member who is in receipt of a **partial** loss of earnings benefit under the *Workplace Safety and Insurance Act* (Ontario):
  - Stops contributing to the Plan
  - Continues to accrue pensionable service and related benefits based on their deemed earnings for the first 12 months

  After the 12-month contribution waiver period:

  - Resumes contributing to the Plan based on the contributory earnings they are actually receiving
  - The employer makes the required employer contributions

DBprime members – Disability leave process

1. Employer completes *Report a leave* in PAL
2. CAAT updates the member's record and will deem the member's earnings and service from the leave start date
3. Upon return from disability leave, employer completes *Report a leave* in PAL to report a disability leave end date
4. CAAT updates member's record accordingly

DBprime members – Important notes

- The disability leave start date must not overlap with the last day worked
- Provide the current salary rate for the member at the time their disability leave started
- A member retiring at age 65 does not require a disability leave end date reported

DBplus members – Disability leave

- A member on a disability leave has a choice whether to contribute*
- Contributions are based on actual disability income received:
  - If the member chooses to contribute, the employer must also contribute at the applicable rate
  - If the member chooses **not** to contribute, they cannot elect to contribute at a later date
  - The member may choose to stop contributing at any time

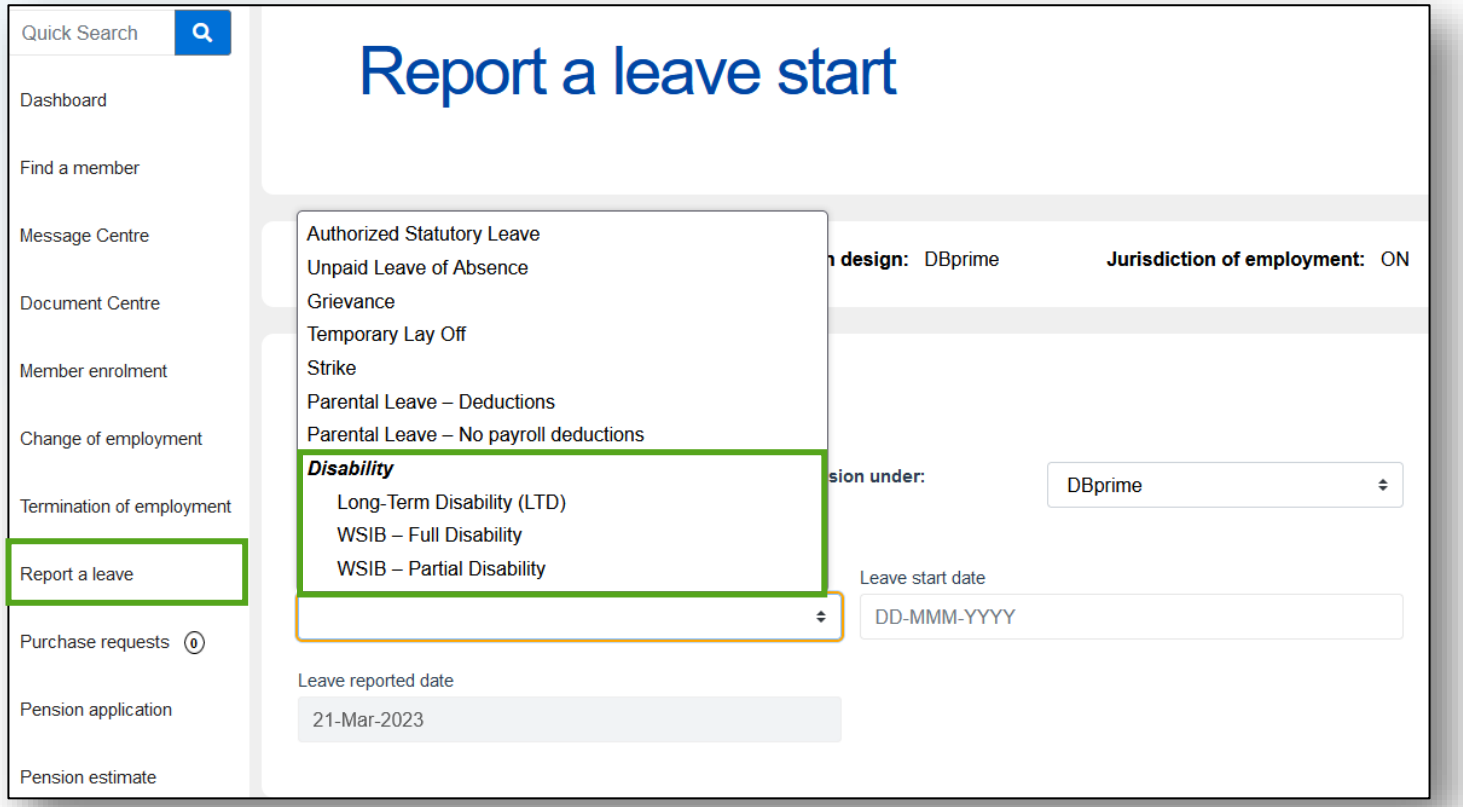
* Members receiving benefits under Ontario's *Workplace Safety and Insurance Act* do not contribute to DBplus during the first 12 months and will continue to earn a pension during this period

DBplus members – Disability leave process

1. Employer completes **Report a leave** in PAL, downloads the applicable form and submits using PAL (must contain member's election)
2. CAAT updates the member's record
3. If the member elects to contribute, the employer collects the member's contributions and submits member's and employer's contributions to CAAT
4. Upon return from disability leave, employer completes **Report a leave** in PAL to report the leave end date
5. CAAT updates the member's record

Reporting a disability leave in PAL

Find the member and select *Report a leave*



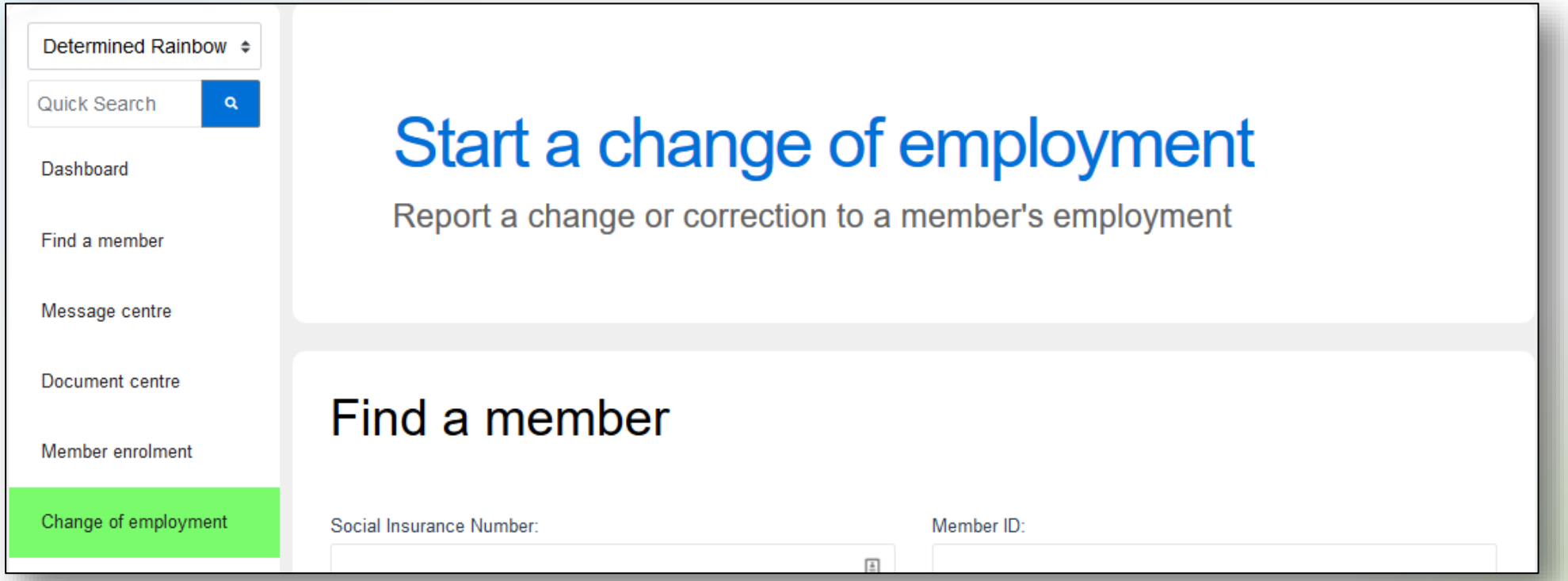
Change of employment

Change of employment

- You can change or correct the following employment information:
  - Changes to the member’s employment
    - New Plan design
    - New employment type
  - Change to the member’s jurisdiction of employment
  - Corrections to the member’s date of hire or enrolment date

Change of employment

- Select **Change of employment** to start the process



Change of employment

Member ID: 147384 **Current Plan design:** DBplus **Jurisdiction of employment:** ON

Information changes

Change to the member's employment

New Plan design

DBprime

End date of previous Plan design

23-Mar-2026

Start date of new Plan design

24-Mar-2026

New employment type

Full Time

End date of previous employment type

23-Mar-2026

Start date of new employment type

24-Mar-2026

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