

# Application to Contribute for an Unpaid Leave of Absence

 OPSEU Pension Trust 1 Adelaide Street East, Suite 1200, Toronto, Ontario M5C 3A7  
 Telephone: 416-681-6100 Toll-free: 1-800-637-0024 Fax: 416-681-6175 **optrust.com**

## THIS FORM IS TO BE COMPLETED BY MEMBERS FOR EACH LEAVE OF ABSENCE

 Use this form to make an election to contribute or not contribute to the OPSEU Pension Plan for your leave of absence without pay. **Please read the information on the reverse before making your election.**

### MEMBER INFORMATION

Last Name	First Name and Initials	Employee ID or OPTrust ID
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Home Email Address	Home Telephone Number	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Home Address		
<input style="width: 95%;" type="text"/>		

### LEAVE TYPE

<b>ESA LEAVES</b>	<input type="checkbox"/> Pregnancy / Parental	<input type="checkbox"/> Family Medical / Caregiver	<input type="checkbox"/> Other ESA: <input style="width: 150px;" type="text"/>
<b>OTHER LEAVES</b>	<input type="checkbox"/> Illness	<input type="checkbox"/> WSIB	<input type="checkbox"/> Special / Educational

### PERIOD OF LEAVE


<b>FULL LEAVE PERIOD</b>	Start Date (DD/MM/YYYY)	<input style="width: 95%;" type="text"/>	End Date (DD/MM/YYYY)	<input style="width: 95%;" type="text"/>
--------------------------	----------------------------	--	--------------------------	--

### MEMBER ELECTION

**Do you elect to contribute for your leave period?**

<b>Pregnancy/Parental:</b> Supplementary Unemployment Benefit Period	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Pregnancy/Parental:</b> Non-Supplementary Unemployment Benefit Period	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>All other leaves</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
---	--	---	--	--

### MEMBER'S AUTHORIZATION AND SIGNATURE



I have read the back of this form and understand the options available to me for making pension contributions during my leave or for buying back the pension service when I return to work. I understand the potential impact to my pension if I elect not to contribute for my leave period.

**For ESA Leaves:**  
 I understand, if I am taking an unpaid leave of absence authorized under the *Ontario Employment Standards Act, 2000 (ESA Leave)*, I must pay the required pension contributions for the period of my leave **unless I elect in writing not to contribute (by electing "No" above).**

**Important:** I understand, if I make no election, or elect to contribute but do not pay the required pension contributions during the leave, they will be deducted from my pay in addition to my regular pension contributions upon my return to work. OPTrust will notify me of the amount owing and my repayment options before the deductions begin.

**For Other Leaves:**  
 I understand, if I am taking an 'Other' leave of absence without pay, my participation in the pension plan for the leave is optional and conditional on my making an election to contribute (by electing "Yes" above).

**Member's Signature**

**Date Signed** (DD/MM/YYYY)

## IMPORTANT

### ESA Leaves - Including Pregnancy and Parental Leaves

ESA leaves refer to statutory leave periods which are subject to special rules under *Ontario's Employment Standards Act 2000* (ESA). Because of these special rules, you and your employer are required to make pension contributions for the period of an ESA leave **unless you elect in writing not to contribute**. A written election to not contribute for an ESA leave may be submitted to OPTrust at any time but takes effect the day OPTrust receives it.



**Important! If you do not contribute during your ESA leave and you do not opt out in writing, the required contributions will be deducted from your pay upon your return to work. Interest charges may apply.**

### Other Leaves

Your participation in the pension plan during an Other unpaid leave period is optional and conditional on you making an election to contribute (i.e. electing "Yes" on the front of this form).

### Contribution Cost

- For all leave types other than Special and Educational, your monthly contribution cost will be approximately the same as it was just prior to your leave (i.e. twice your biweekly pension deduction). Your employer will match your deductions.
- For Special and Educational leaves, your monthly contribution cost will double because your employer does not match your contribution. You must pay both your share and your employer's share which will add up to approximately four times your biweekly pension deduction amount.
- Please refer to your pay stub for your bi-weekly pension deduction amount.
- OPTrust will contact you directly with the monthly amount and payment options.
- If you contribute during your leave, the cost is based on your salary rate before your leave began. If your leave continues into the next calendar year, your salary rate will be adjusted for inflation at that time. Your contribution cost going forward will be similarly increased.
- No interest is charged if you pay during your leave.

### Contributing During Your Leave

If you are receiving a Supplementary Benefit Allowance (SUB), you may ask your employer to continue deducting pension contributions from your SUB as if you were working. Otherwise, pension contribution payments during the leave period must be made directly to OPTrust via online banking in monthly installments.

The *Income Tax Act* limits the accrual of pension service for leave periods to a maximum of five years with an additional three years for pregnancy / parental leaves.

If, during this leave of absence, you participate in another employer's defined benefit pension plan, you cannot contribute to the OPSEU Pension Plan at the same time for the same period. Please contact OPTrust if this applies to you.

### Potential Impacts on Your Pension If You Elect Not to Contribute

If you do not contribute for your leave, you will not earn pension service for that period. Pension service is used to calculate the amount of pension you receive when you retire and to determine if you can retire early with an unreduced pension. If you don't earn pension service for your leave you will receive less retirement income than you would if you had made the contributions and earned pension service during your leave. The date at which you can retire with an unreduced pension may change. The projected pension amounts and/or retirement dates provided on the Annual Pension Statements that you received before your leave may no longer apply.

### Buying Back Pension Service After the Leave

If you elect not to contribute during your leave, you may apply to buy back the pension service when you return to work and you may finance the purchase over a period of up to 10 years. Interest charges will apply.

- If you apply within twenty-four months following the end of your leave, the cost will be based on the contribution rate for the period of your leave and your salary rate when you apply. For all leaves except Special or Educational your employer will be required to match your contributions.
- If you apply more than twenty-four months after your leave ends, you will be required to pay the full cost of the purchase which will be calculated on an actuarial basis. Your employer will not contribute toward your purchase. The cost will be based on the projected increase to your pension and any change to your early unreduced retirement date resulting from the additional pension service. Generally, actuarial costs are significantly higher than costs based on contribution rates.

### Ongoing Buybacks

If you are paying for a buyback through payroll deductions when your leave begins, your buyback payments will stop during the unpaid leave period. Please contact OPTrust to make alternate payment arrangements.