

**Section: PS 702-D**  
**Benefit Cover Upon Return from Definite  
Leave of Absence Without Pay**  
**Appendix D**

Last Revised: October 2015  
Last Reviewed: October 2015  
**Next Review:**

Benefit coverage is dependent on benefit eligibility and enrollment prior to leave.

Employee benefit coverage may vary:

- If he or she is in receipt of an approved Workers' Compensation (WCB) claim;
- If he or she is in receipt of SGEU Long Term Disability (LTD) or Disability Income Plan (DIP) benefit payments; or
- In cases of prolonged illness.

The following does not apply to employees who take a leave of absence from a permanent (full-time or part-time) position to accept a term/non-permanent position with the same employer.

Benefit	Information
Pension	<p><b>Public Employees' Pension Plan (PEPP) – new plan</b> Employee may elect to contribute for the period of the leave.</p> <p><i>The public Employees' Pension Plan Act provides employees with the option to contribute to the pension plan for the period of his or her leave. The decision to contribute or not <b>must</b> be made following return from leave and contributions <b>must be receiving by Planner no later than 90 days after return to work.</b> Contributions are matched by the employer.</i></p> <p>Employee has until December 31 of the calendar year following the leave ending, <b>or</b> a period of time equal to the length of the leave – <b>whichever is shorter</b>, to make contributions to PEPP.</p> <p>Employee may choose to make contributions for the period of leave by:</p> <ol style="list-style-type: none"> <li>1. Lump-sum cheque on return to work [subject to Canada Revenue Agency (CRA) and PEPP Act limits];</li> <li>2. Payroll deduction on return to work; or</li> <li>3. Transfer of Registered Retirement Savings Plan (RRSP) funds into PEPP on return to work.</li> </ol> <p><b>Public Service Superannuation Plan (PSSP) – old plan</b> Employee is required to contribute to the plan for the period of the leave.</p> <p>Members who are on a definite leave of absence are required to contribute to the plan for the period of the leave. All contributions for periods of leave <b>must</b> be made before pension commences. If a member dies while on a definite leave of absence, the member's spouse would be required to pay any outstanding arrears before he or she</p>

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	<p>would be eligible to receive survivor benefits. If there is no spouse, arrears must be paid from the deceased member's estate.</p> <p>Employee has until December 31 of the calendar year following when leave ending, <b>or</b> a period of time equal to the length of the leave – <b>whichever is shorter</b>, to make contributions to PSSP.</p> <p>Employee may choose to make contributions for the period of the leave by:</p> <ol style="list-style-type: none"> <li>1. Lump-sum cheque on return to work;</li> <li>2. Increased monthly deductions on return to work; or</li> <li>3. Post-dated cheques during the leave of absence.</li> </ol>
Dental, Extended Health, group Life, LTD (SGEU), DIP (out-of-scope and CUPE)	Benefit coverage upon return from leave is dependent on benefit eligibility and enrollment prior to leave.
Sick leave Credits	Granted for first 90 days of leave (maximum 30 hours).
Vacation Leave Credits	Granted for first 30 days of leave (number of hours dependent on employee's years of vacation service).
Seniority	<p><b>SGEU only [Article 8.1 A) 3.]</b> Credit for full period of leave (based on hours worked prior to leave).</p> <p><b>CUPE only</b> Refer to Article 8.03 of the CUPE Collective Agreement.</p>
Increments (SGEU employees only)	<p>If employee's leave is less than 90 days – no change to increment date</p> <p>If employee's leave is greater than 90 days – new increment date to be established</p>
Earned Days Off (EDOs) – SGEU, CUPE and MCP Office Hours	Not eligible.
Scheduled Days Off (SDOs) – MCP Undefined Hours only	SDOs granted for first 30 days of leave (maximum eight hours).

Note: Return from leave benefits will be calculated based on percentage of full-time hours worked prior to leave.

**Pension Plan Restrictions** - Canada Revenue Agency legislation limits the amount of time an employee can contribute to the pension plan while on leaves of absence to a maximum total of five years (accumulated for all leaves of absences). This maximum is increased by an additional three years in the case of maternity or parental leaves. (**For PSSP only:** Union Leave, Disability and Workers' Compensation are not considered leaves of absence in this situation and are not counted in the accumulated maximum set by Canada Revenue Agency.) **Restrictions do not apply if employee is on leave to accept a term/non-permanent less than full-time position.**