

Section: PS 703-C

Indefinite Leave of Absence Benefit Coverage Upon Return from Leave of Absence Without Pay

Appendix C

Last Revised: April 2005

Last Reviewed: April 2005

Next Review:

NOTE: Employee benefit coverage may vary:

- If they are on Worker's Compensation;
- If they are receiving Disability Insurance payments; or
- In cases of prolonged illness (adjudicated or non-adjudicated claims).

Benefit Coverage*	Definite Leave	Indefinite Leave
Pension a) Public Employees' Pension Plan (PEPP) – new plan b) Public Service Superannuation Plan (PSSP) – old plan	**see below for maximum period of contributions and payment options a) Employee Choice – employee must, within 90 days of their return, elect to contribute (or not contribute) to the pension plan for the period of the leave. Contributions are matched by the employer. b) Mandatory contribution for period of leave.	
Sick Leave a) SGEU and Out-of-Scope (M&P, MSG) b) CUPE Local 600	a) Granted for first 90 days of leave (maximum 3.75 days) – total credit regardless of the type of leave. b) Granted for first 60 days of leave (maximum 2.5 days) – total credit regardless of the type of leave.	
Vacation Leave	Granted for first 30 days of leave (total credit depends on employee's years of service) (total credit regardless of the type of leave).	
Seniority a) SGEU only	a) Credit for full period of leave (based on hours worked prior to leave).	a) Credit for first 90 days of leave (based on hours worked prior to leave).
Seniority b) CUPE only	b) Refer to Article 8.04 of the CUPE Collective Agreement.	c) Refer to Article 8.04 of the CUPE Collective Agreement.
Increments (SGEU employees only)	Employee returns in < 90 days – no change to increment date. Employee returns 90+ days – new increment date to be established (unless leave is under the employer sponsored educational program or for illness covered by <i>The Workers' Compensation Act</i>).	
Earned Days Off (EDOs) – SGEU, CUPE	Not eligible.	Note eligible.

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and MSG		
Scheduled Days Off (SDOs) – M&P only	SDOs granted for first 30 days of leave (maximum 1 day) (total credit regardless of the type of leave).	

NOTE: Benefits are pro-rated if employees worked less than full-time hours.

**** Pension Plan Restrictions** – Revenue Canada legislation limits the amount of time an employee can contribute to the pension plan while on leaves of absence to a maximum total of 5 years (accumulated for all leaves of absences). This maximum is increased by an additional 3 years in the case of maternity or paternity leaves. 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 Revenue Canada.

Options to pay pension contributions for period of leave include:

- Lump sum payment upon return from leave.
- Installments through payroll deduction (not to exceed the number of months on leave). For example, if an employee took a 6 month leave of absence, upon return to work, the employee would be required to double their pension contributions for the first 6 months following their return to work.
- Contribute during the period of leave by applying, in writing, to the Public Service Superannuation Board.

Contact Planner for more information.

NOTE: Restrictions do not apply if employee is on leave to accept a term/non-perm less than Full-time position.