



Taking a Leave of Absence

pspp.ca

The information in this booklet provides a summary of the terms of the Public Service Pension Plan (PSPP) text at the time of publication. From time to time, the PSPP Plan text may be amended by the PSPP Sponsor Board. If there is any discrepancy between the information in this booklet and the PSPP Plan text, the PSPP Plan text will govern.

Welcome to PSPP

We are thrilled to have you as a member and are committed to safeguarding your financial future.

Our pension Plan, which has been providing peace of mind since 1947, is designed to ensure that you have a secure and stable income throughout your retirement.

As a member of PSPP, you are enrolled in a “Defined Benefit” plan. This means that your pension is based on your years of service and salary, providing you with a reliable lifelong income.

Unlike other retirement plans, our defined benefit pension is not affected by market fluctuations or economic downturns. Additionally, you will receive annual cost of living increases to help protect you from inflationary pressures.



Rest assured that your pension is in capable hands. Our Plan is professionally managed by experienced individuals who have been overseeing pensions for decades.

To further empower you, we offer a convenient online portal called “Your Pension Profile” (YPP).

Your PSPP Pension is an excellent way to save for your future. Once you retire, you can rely on regular monthly pension payments for the rest of your life.

Now that's a future you can count on.

Your pensionable service is used to determine how much pension you will receive in retirement. As you continue to work through your professional years, it might be necessary to take an unpaid leave of absence with your Public Service Pension Plan (PSPP) employer. Any unpaid leave periods, where no contributions are made, will cause gaps in your pensionable service that could decrease your pension benefit compared to if you did not take an unpaid leave. You can avoid gaps in pensionable service by continuing to make pension contributions during the leave of absence.



PSPP offers different options that will assist you in making your contribution payments to the Plan so that your pension will remain unaffected by your leave of absences when you choose to retire.

1.

Continue To Contribute During Your Unpaid Leave

Continuing to make pension contributions during your unpaid leave is usually the easiest way to continue building pensionable service. You can arrange to continue your pension contributions through your employer. Your contributions will be based on the pensionable salary earned immediately before you started your leave.

If you wish to continue contributing during your unpaid leave, talk to your employer to make payment arrangements for your contributions.

2.

Repay Your Contributions Once You Return to Work

If you decide not to contribute during your leave, you will still have the option to repay your contributions after you return to work. However, the cost may be higher than if you decide to contribute during your leave if you choose the instalment payment option that includes interest.

Pensionable Service is the number of years you contribute to the Plan plus any service you have transferred into the Plan, and prior service or periods of leave you have purchased.

Did You Know?

You have until December 31 of the year following the year in which your leave ended to advise us if you wish to repay your contributions. You can still do so after this time, but the cost will be higher. This is because the cost will no longer be based on contributions with interest.



Options for Repaying Your Contributions

The Plan provides a number of payment options to repay your contributions for your leave:

Payroll Deductions

Arranged through your employer - you can opt to make a series of payments by payroll deductions. Depending on when you start these payments, you may be subject to additional interest costs.

Lump Sum Payment

You can pay in a lump sum by cheque or through a direct transfer from your RRSP or other sheltered retirement account.

A Combined Lump Sum Payment/ Payroll Deduction

You may also split the payment through a combination of a lump sum payment and payroll deductions.

If you prefer to avoid paying interest, you can repay the entire amount in one payment.

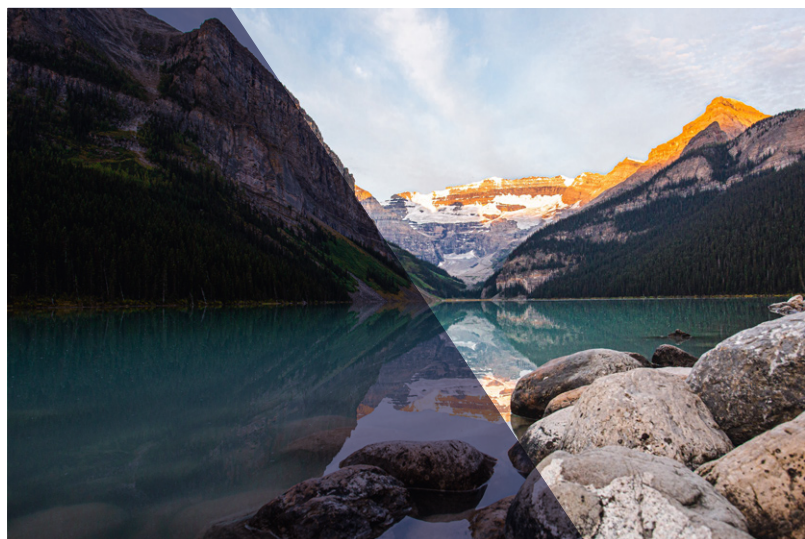


Did You Know?

You can continue earning pensionable service while on leave.

For the first year of leave taken with PSPP, your employer will pay the employer share of contributions if you pay the employee share. Only the first year of leave is cost-shared this way. For any additional leaves, or taking an extended leave past the first year, you will be responsible for paying both the member and employer share of contributions.

Active *Buyback Proposals* that are available for purchase can be viewed by logging in to Your Pension Profile at the top right corner of the PSPP website and selecting Buyback Purchase from the drop-down menu.





Leaving Your Employer Before Finalizing Repayment

If you are already making payments towards service for a leave period when you leave the Plan, you will have 90 days to finish paying for your leave.

If you do not complete the payment, the amount of service attached to that leave of absence will be prorated and credited to reflect the payments that have been made.

If you do not return to work at the end of your leave of absence, or if you change to a position with your employer where you are no longer a member in PSPP, you must apply to purchase service for the leave period within 30 days of the day you stop participating in the Plan.

If you are retiring, you must complete any outstanding payments prior to your pension commencement date. If the leave service is not paid in full, the amount of service attached to that leave of absence will be prorated to reflect the payments that have been made.

Maximum Pensionable Leave Allotments

The Income Tax Act has specific rules around the amount of leave that can be repaid and/or purchased.

**3
YEARS**

The maximum amount is set at three years for Maternity and Parental Leaves.

The maximum amount is set at five years for General Leave.*

**5
YEARS**

**General Leave does not include disability-related leaves.*

Should you need more than three years of Maternity or Parental Leave, it is possible to use your General Leave to add time to your Maternity or Parental Leave. However, unused Maternity or Parental Leave can not be used to augment your General Leave.



Notes

pspp.ca

Visit pspp.ca to learn more about your Plan and its features or to access YPP, your secure online site.

Member webinars / videos

PSPP has regularly scheduled webinars to learn more about how your pension works. You can also access videos that you can watch at your leisure. Visit pspp.ca for more information and to register.

PSPP Talks

An electronic newsletter is emailed to members when there is important information about the plan to share. Be sure to have an e-mail address in YPP to receive PSPP Talks!

PRIVACY INFORMATION

Your Information is Secure

Providing PSPP with your personal information is considered consent for its use and disclosure for the purpose set out in our Privacy Notice, as amended from time to time. You can find out more about our collection, use, disclosure and retention of personal information by reviewing our Privacy Notice at pspp.ca



Scan QR Code

View our video & information sessions

Member Services Centre

 **1-877-453-1777**

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