

This *Info Sheet* explains the options available to you if you take an approved leave of absence. The information provided applies to the:

- Anti-Tuberculosis League Superannuation Plan;
- Liquor Board Superannuation Plan;
- Public Service Superannuation Plan; and
- Saskatchewan Transportation Company Superannuation Plan.

DEFINING THE LEAVE

A *leave of absence (LOA)* is unpaid time away from your position that is approved by your employer. This includes periods in which you receive Disability and/or Workers' Compensation benefits. If you do not return to work, that period is not considered an LOA. If you take a leave with pay, contact the Plan for information about that leave.

CONTRIBUTING FOR A LEAVE OF ABSENCE

If you take an approved LOA, you are required to contribute to the plan for the period of leave. All contributions for periods of leave must be made before you can begin your pension.

The following payment options are available to you:

- lump-sum payment payable upon your return from the leave;
- installments through payroll deduction upon your return from the leave, not to exceed the number of months of the approved leave; or
- application to the Public Service Superannuation Board to contribute on a current basis during the period of leave.

Contributions for the period of leave are based on the salary immediately prior to the leave. You and your employer are responsible for informing the Plan of the leave and your return to work.

LEAVE OF ABSENCE MAXIMUMS

The *Income Tax Act (Canada)* allows you to contribute for a maximum of five years of accumulated leaves of absence. This maximum may be increased by an additional three years for parental leaves.

The accumulation of leave for this maximum includes any period of leave after December 31, 1991. Union leave, disability and Workers' Compensation are not considered leaves of absence in this situation.

WHEN YOU RETURN TO WORK

Inform your Human Resources branch that you will be coming back on a specific date. Your Human Resources branch will advise the payroll branch of your return date and the payroll branch will calculate contributions owing. At that time, you will choose one of the repayment options mentioned previously.

FOR MORE INFORMATION

To arrange for payment of your contributions contact your payroll or Human Resources branch.

If you have any questions about this *Info Sheet*, contact the Plan at:

The Public Service Superannuation Plan
c/o Public Employees Benefits Agency
1000 - 1801 Hamilton St
Regina SK S4P 4W3

Phone: (306) 787-3988

Fax: (306) 787-8822

E-mail: pssp@peba.gov.sk.ca

Website: www.peba.gov.sk.ca