

Leave of Absence Purchase Member Notification



SHEPP
People. Pensions. Results.

1 Personal Information

Member Information

FORM ID: 007 CASE ID: _____

☐ Original ☐ Amended

First Name _____ Middle _____ Last Name _____

Date of Birth (dd/mm/yyyy) _____ Member ID# _____

2 Leave of Absence Details

Employer Number _____ Employer Name _____

Type of Leave: ☐ Maternity ☐ Paternity ☐ Adoption ☐ Personal ☐ Education ☐ Deferred Salary Leave
☐ Disability ☐ Layoff ☐ Layoff with Recall ☐ WCB ☐ Other _____

Employee Type: ☐ Full-Time ☐ Part-Time ☐ Casual Current Hourly Rate of Pay _____

Date Leave Starts (dd/mm/yyyy) _____ Date Leave Ends (dd/mm/yyyy) _____

Comments _____

For historical record-keeping purposes, has the employee been on deferred salary leave in the past?

☐ No ☐ Yes for the period (dd/mm/yyyy) _____ to (dd/mm/yyyy) _____

3 Authorization

Member Authorization

Leave of Absence

The Plan provides you the option to purchase the leave of absence period on a current service basis, which requires that you make both the member and employer required contributions during your leave. If you choose to purchase the leave of absence period on a current service basis, you will continue to accrue credited service and earnings will be attributed to you for each month that you remit the required contributions. For an instant estimate of the required contributions, sign in to SHEPPweb and use the Current Service Purchase Calculator listed in the Tools section.

- ☐ I do not wish to purchase this leave of absence period on a current service basis; or
- ☐ I request a cost calculation to determine if I wish to purchase this leave of absence period on a current service basis.

Deferred Salary Leave - (Only select this acknowledgement if you are on a deferred salary leave.)

During a deferred salary leave of absence you will continue to make contributions to SHEPP, through payroll deduction, and as such will be credited with service each month you are on deferred salary leave. Because you continue to accrue credited service, a deferred salary leave of absence is not eligible for purchase, either on a current or prior service basis, however it will count toward the lifetime limit of purchased service.

- ☐ I am on a deferred salary leave. I understand that I will continue to accrue credited service during my deferred salary leave, and though it is not available for purchase, it will be deducted from the total purchased service I am allowed in the future.

You must complete and return this form to SHEPP within 30 days of the leave of absence begin date. If SHEPP does not receive this completed form, SHEPP will assume that you have elected not to purchase the above stated leave of absence period on a current service basis.

Member Signature

Date (dd/mm/yyyy)

Employer Authorization

Contact Name _____

Title _____

Phone _____ Fax _____

Email _____

Contact Signature

Date (dd/mm/yyyy)

Instructions

✓ Submit this form to SHEPP

✓ Keep a copy for your files

SHEPP recognizes and respects the importance of your privacy. Personal information collected is used for the purpose of administering your benefits under the Plan.

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