

Election to Contribute on reduced hours in last five-years prior to retirement

SECTION A – TO BE COMPLETED BY THE EMPLOYEE PRIOR TO THE CHANGE IN STATUS

I request information on the cost to contribute to The Civil Service Superannuation Fund (Fund) on the salary difference between my full-time and reduced hours.

The required contributions are as prescribed under The Civil Service Superannuation Employee Contribution regulation PLUS an equal matching amount.

I understand that if I elect to contribute on the salary difference between full-time and reduced hours I am required to make monthly contributions to the Fund.

Employee Name: _____

Employee Number: _____ Social Insurance Number: _____

Mailing Address: _____
Postal Code _____

Employee's Signature

Email Address

Date

This completed form should be given to your Human Resource / Payroll Department.

SECTION B – TO BE COMPLETED BY THE EMPLOYER

To be eligible, the employee must be within five years of an unreduced pension and the reduction in hours has been approved by the Employer.

Change in Hours from _____ to _____

Employee Status Change Date: _____

Year-to-date Pensionable Earnings: _____

Year-to-date Pensionable Service: _____

Reduced bi-weekly pensionable salary paid from payroll: \$ _____

Employee's full-time annual salary as at date of change: \$ _____

Payroll Contact Name

Phone # / Email Address

Date

For CSSB Use Only