



Form of Election for employees on Education Leave - with full salary

SECTION 1 - EMPLOYEE USE

I, _____, hereby acknowledge that I *MAY* elect to contribute to the Civil Service Superannuation Fund at the rate of 6.5% of salary up to the Canada Pension Plan maximum and at the rate of 7.5% on any salary above the maximum. While on education leave for the period from _____ to _____, I will receive my full annual salary of \$_____.

I elect _____ contribute on my full salary during the above period of education leave.
to/not to

I acknowledge that:

1. I may elect within *two months* of the date of the education leave to continue as a contributor during the educational leave period at a reduced cost as outlined above.
2. I may apply at any time while still on leave at a cost of 15% of annual salary immediately before leave, or before the expiration of 18 months after the completion of the education leave at a cost of 15% of annual salary at the date of application.
3. leave of absence under the Civil Service Superannuation Act can only be granted for a period of two years. This may be extended for an additional two years providing I request an extension within two months of the termination of the first leave of absence.

Employee Number

Department

Home Phone

Work Phone

Current Address

Postal Code

Date

Signature

SECTION 2 - EMPLOYER USE

We confirm that the above information is correct, the educational leave has been approved by the employer and the above employee's annual salary as at the date of the education leave was \$_____.

Date

Authorized Signing Officer

Work Telephone Number

Title and Department