



SECTION 1 - EMPLOYEE USE

I, _____, hereby elect _____ to contribute to the Civil Service Superannuation Fund at the _____ to/not to 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 on the partial annual salary in the amount of \$ _____ which I will receive while on educational leave for the period from _____ to _____.

I elect _____ contribute on the balance of my salary in excess of part salary up to my salary at the date of my educational leave plus _____ to/not to an equal matching amount.

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 \$ _____.

Percentage of salary employee receiving while on educational leave _____

Current year pensionable service to date of educational leave _____

Current year pensionable earnings to date of educational leave _____

Date

Authorized Signing Officer

Work Telephone Number

Title and Department