



**Form of election for employees on Education Leave  
- without 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, plus an equal matching amount based on my annual salary at the date of education leave for the period from \_\_\_\_\_ to \_\_\_\_\_.

I elect \_\_\_\_\_ contribute to the Civil Service Superannuation Fund 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 \$\_\_\_\_\_.

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