

Learn, Return, Earn

Purchase your leave in three stages

If you are earning a pension in DBplus, you can make a purchase within six months of returning to work from a statutory leave (i.e. pregnancy, adoption or parental leave) or an unpaid leave of absence if you have a break in service from your current employer.

Don't wait! Most purchases take between six and nine months, or longer if there are delays or Canada Revenue Agency (CRA) approval is required.

1 Learn: Understand the details of your purchase

Statutory leaves are defined under the Employment Standards Act. The cost is shared equally by you and your employer if the purchase is made within six months of the end of the leave. You can pay for this purchase using cash or with an RRSP transfer. Alternatively, your leave can be paid by payroll deductions if you choose this option before your leave starts.

An **unpaid leave of absence** is an approved period of time during your membership when you were away from work and you did not contribute to the Plan. You are responsible for the total cost of the purchase. You can make the purchase with an RRSP transfer only.

2 Return: Complete and submit your form

Your employer gives you the Leave Notification form and explains your cost and payment options. You and your employer complete the form, and your employer submits it to CAAT.

If your Leave Notification form indicates that a pension adjustment or pension service past adjustment is required, CAAT will submit the request to CRA and notify you and your employer when it is approved.

3 Earn: Return: Complete and submit your form

Cash (statutory leaves only): Submit your portion of the payment to your employer or make a payment from your online banking account. They will send the total payment to CAAT in a lump sum. CAAT will send you a tax receipt to file with your T4 slips at the end of the purchase. You can claim it on your taxes.

RRSP transfer: Your employer provides you with a T2033 form to complete and send to your financial institution. They will make out the cheque for your portion of the payment (or the total amount in the case of an unpaid leave) to “CAAT Pension Plan” and send it to CAAT. Your financial institution may charge fees, so to avoid underpayment, ask them to pay ‘net of fees’.

Confirm!

Within 30 days of receiving the full payment, CAAT will update your pension records. Log into **My Pension** to see the result of your purchase. You can also review your future Annual Statements.



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