

## Pregnancy, Adoption or Parental Leave Purchase – within six months

### Timeline

Please use this timeline as a helpful guide to complete the purchase process.

The average time to complete this purchase is 6-9 months. As the process is complex and there may be delays, please note that your purchase may take longer to complete.

This process applies if you purchase your pregnancy, adoption or parental leave within six months from the end date of your leave. The cost of this leave is shared equally between you and your employer.

1 Complete the application form	2 PA or PSPA calculation	3 Make your payment	4 CAAT Pension Plan confirms the purchase
<p>Your employer gives you the <i>Leave Notification and Purchase Request</i> form and explains your cost and payment options. Both you and your employer complete the form, and your employer sends it to the CAAT Pension Plan.</p> <p>Ensure the form is complete to prevent delays.</p> <p>You have six months from the end date of your leave to make full payment at the quoted cost. After this date you must begin the process again. The amount of purchasable pension may decrease with future calculations.</p> <p>We strongly recommend that your signed form be sent as soon as possible to ensure your payment meets the deadline.</p>	<p>Your employer indicates on your <i>Leave Notification and Purchase Request</i> form whether a Pension Adjustment (PA) or a Past Service Pension Adjustment (PSPA) is required depending on the timing of your purchase.</p> <p>If a PSPA is required the Plan calculates and submits your PSPA request to the Canada Revenue Agency and will notify you and your employer to confirm it has been approved.</p> <p>Your employer will notify you when to proceed with your payment.</p> <p>If a PSPA is required please do not send your payment until after it is approved.</p>	<p>Once step 2 is complete, you can now proceed with the payment of your purchase.</p> <p>You have three options for payment:</p> <p><b>Payroll deductions</b> – you can choose this option before you start your leave.</p> <p><b>Cash</b> – submit your portion of the payment to your employer and they will submit both portions of the payment to the Plan in a lump sum.</p> <p><b>RRSP</b> – Your employer requests a T2033 form from the Plan. You submit the form to your financial institution and have them send your portion of the payment in a lump sum, net of any service fees to the CAAT Pension Plan c/o CIBC Mellon. Your employer submits their portion of the payment by the deadline on your purchase request form.</p>	<p>Once the payment has been received, the CAAT Pension Plan will update your record and send you confirmation within 30 days.</p> <p>If you made your purchase with cash, your employer will send you a T4 slip.</p> <p>The purchased pension will appear on your Annual Pension Statement distributed the year following the purchase.</p>