

Script 9: Temporarily leaving the Fund: Break in service/Special Leave without pay/Validation/Restoration

You want or need to temporarily leave the Fund:

For example you need some time to refresh your thinking, or to travel, care for an elderly relative or go back to school for a new degree, what options do you have?

Anyone can stop paying into the fund for up to 2 years, 11 months, and 29 days and still remain a member. This time is frozen as you will not accrue any additional retirement / or contributory time.

In Fund speak it is called break in service or “deferment”.

If you do not contribute to the Fund for more than 36 months, the Fund considers that you have chosen to separate and will be waiting for you to decide what benefit option you want.

You can also take Special Leave without Pay, which you must negotiate with your employer. If you take Special leave without Pay you could pay into the Fund your contribution and the contribution of your employer (and the time you are away will be considered contributory time) or you could not pay and not accrue pension rights.

If you do not pay into the Fund for period longer than 36 months the Fund will consider that you separated.

Keep in mind: If you choose to pay the employers pension contribution when you go on Special Leave Without Pay, it is important that you understand that the money paid on behalf of your employer will not be considered your “own contribution” (Remember at the Fund the employers pays two thirds and the participant pays one third); this

money will not be returned to you in a “withdrawal settlement”, it will not be taken into account when your residual benefit is calculated.

You will be paying this money on behalf of your employer and the Fund will consider it as the employer’s contribution and will deal with it as such. What you gain by paying this is “contributory time” meaning you will not be taking a break from your time accrued with the Fund.

What is Validation? If you worked for a member organization of the Fund on an initial appointment of less than 6 months, you would not have qualified for participation in the Fund.

If you were to later qualify for Fund participation, you have an option. You could request that your prior non-contributory service is “validated”, meaning it is added to your contributory time. You must apply for validation in writing within 12 months of first becoming a participant in the Fund, and you must validate and pay for all of the non-contributory service that you have at the same time. Once you inform the Fund that you will “validate” the Fund will inform you how much you and your former employer organization(s) need to pay.

What is Restoration?

If you left the Fund, you separated, and you took a withdrawal settlement, but later in your career you take a new job with a UNJSPF or CCPNU member organization you could opt to “restore” your prior contributory service, meaning you could add time to your new “contributory service”. You must let the Fund know that you intend to do this within 12 months of the time you re-entered the Fund. The Fund will calculate the amount of money you need to give back (your withdrawal settlement plus interest). In Fund speak this is called “restoration”.