

# How to Process Leaves of absence

## Steps to follow

This tip focuses on the steps you must take as an employer when a person participating in the Plan is absent from work for a given period. This is a summary of your responsibilities as an employer and the actions to be taken.



Scan the QR code from your mobile device's camera to watch the video on how to process leaves of absence.



There are two types of leaves of absence: **paid** leaves of absence during which the member must make Plan contributions as if they were actively at work, and **unpaid** leaves of absence, during which the Plan member may contribute if they choose, or is not entitled to contribute.

### Unpaid leaves during which contributions are permitted

As a reminder, these are the unpaid leaves of absence during which a member may choose to contribute:

- Preventive reassignment (CSS) (member is pregnant or breastfeeding)
- CNESST, illness, donation or transplant of organs or tissues, accident, harm due to a criminal act, victim of domestic or sexual violence (INV)
- Family or parental reasons: maternity leave (MAT), paternity leave (MAT), parental leave (CPA), etc.
- Union leave, where no compensation is paid by the employer (LSY)



For more information on these absences, please refer to section 4.3 of the administrative guide available on the Portal.



## Submit the form

When a Plan member must be absent from work, **you must offer them the choice** of whether or not to contribute during the period of absence. In order to do so, you must provide them the *Contributions to the Pension Plan during Unpaid Leaves of Absence* form **as soon as they begin their leave** so that they can inform you of their decision before the end of the month following the month of their departure, otherwise they will not have the option to contribute during their leave. This choice remains in effect for the total duration of the leave.

This form is available in the *Document Viewer*, in the general documents, under the forms section:

General Documents	
Category:	Form <input type="text"/>
Name	<input type="text"/>
	<u>Contributions to the Pension Plan during Unpaid Leaves of Absence</u>
	<u>Plan membership of employee under 18 years of age</u>

For example, for a leave of absence beginning on March 10, the Plan member must provide you with a duly completed and signed form no later than April 30. Therefore, please ensure that you provide a reasonable timeframe when submitting the form.



**It is essential that you keep the completed form for your records as proof that you have fulfilled your duty to inform the Plan member of their rights.**

## What to do when a Plan member chooses to contribute during an unpaid leave of absence

**Confirm the amount of contributions that will be made during the member's leave**

### 1. Determine the number of eligible hours

Usual work schedule

=

Eligible hours\*

(overtime hours excluded)

### 2. Calculate the eligible earnings

Eligible hours

X

Basic hourly salary

=

Eligible earnings

### 3. Calculate the member contributions to be deducted at source

Eligible earnings

X

Member contribution rate

=

Member contributions\*

\*Subject to the applicable limits under the provision of the Plan.

## Example

Mary, an educator, goes on maternity leave and chooses to contribute during her leave. She usually works 37.5 hours per week and has a basic hourly salary of \$20. Assuming a contribution rate of 6.6%, her member contribution would be calculated as follows:

<b>Usual work schedule</b>	=	37.5 eligible hours
<b>Eligible earnings</b>	=	37.5 hours x \$20 = \$750
<b>Member contribution</b>	=	\$750 x 6.6% = \$45.50

Mary's contribution will therefore be **\$49.50** per week for the duration of her leave.

### What if...

*...Mary also works 2 days per week as a secretary-receptionist at \$23 per hour?*

You must calculate separately, for each position, the eligible earnings based on the regular hours worked.

<b>Eligible earnings</b>			
	<b>Educator</b>	=	22.5 hours X \$20 = \$450
	<b>Secretary-Receptionist</b>	=	15 hours X \$23 = \$345
	<b>Total</b>	=	\$795
<b>Employee contributions</b>	=	\$795 X 6.6%	= \$52.47

*...Mary's basic hourly salary increases to \$21 during her absence?*

The eligible earnings and, as a result, the member contribution, must be adjusted upward to reflect the new basic hourly salary even if she is on a leave of absence when the salary increase becomes effective.

<b>Eligible earnings</b>	=	37.5 hours X \$21 = \$787.50
<b>Employee contributions</b>	=	\$787.50 X 6.6% = \$51.98

### Agree with the Plan member on a payment method and schedule

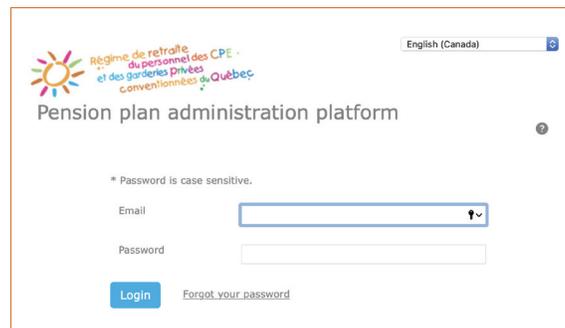
The method of payment will generally be by cheque. It is also recommended that the payments coincide with the pay periods of your monthly data collections.

Make sure that the member's contributions are collected in accordance with the agreed-upon terms and conditions.

## Transmission of information using the Ariel Portal

### Transmission of personal data

In the *Ariel Portal*, when you submit personal data through the data collection or the *Member profile*, you will need to provide the information related to the **reason of absence** of the Plan member with the **start date of the absence**.



The screenshot shows the login page for the 'Pension plan administration platform'. At the top left is the logo for 'Régime de retraite du personnel des CPE et des garderies privées conventionnées du Québec'. At the top right, there is a language dropdown menu set to 'English (Canada)'. Below the header, the text '\* Password is case sensitive.' is displayed. There are two input fields: 'Email' and 'Password'. The 'Email' field has a dropdown arrow on its right side. Below the 'Password' field, there is a blue 'Login' button and a link that says 'Forgot your password'.

**For more information on absence codes and the use of the Member Profile, please refer to the Glossary found in the Help menu of the Ariel Portal as well as section 5.3.2 of the administrative guide.**

### Transmission of financial data

You must use the **usual work schedule** (regular or irregular) to determine the eligible earnings to be submitted. This data, along with the hours related to the absence during the pay period and the contributions to be deducted are to be included in the financial data collection file.

**NOTE:** To determine the usual work schedule of a member with an irregular work schedule, you should use the weekly average hours worked (up to a maximum of 40 hours per week) and reported in submitted data collections during the **four months** prior to the absence. **Overtime hours are not taken into consideration when handling temporary leaves of absence.** Eligible hours for management positions may not exceed 37.5 worked hours eligible for the Plan.

Therefore, your financial data collection must contain:

- The eligible earnings paid during a leave of absence under the *Salaire gagné* field
- The pensionable hours pertaining to an unpaid leave of absence but paid by the member under the *Heures reconnues* field
- The contributions paid by the member during an unpaid leave of absence under the *Cotisations régulières* field

### The member's return to work from leave

When the unpaid absence ends and the Plan member returns to work, it is **essential** to transmit personal data through the data collection or the Member Profile regarding **their return** and the **end date of the leave of absence**.

# How to Process Leave of Absence Checklist

Explain to your employee what their rights are under the Plan while they are on leave, and give them the *Contributions to the Pension Plan during Unpaid Leaves of Absence* form.

Does your employee want to contribute during their leave?

**YES**

**NO**

Have them sign the *Contributions to the Pension Plan during Unpaid Leaves of Absence* form to confirm their choice and keep a copy for your records.

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Determine the earnings, eligible hours and the related contribution.

Agree with your employee on the method and the frequency of payments.

The next time you upload personal data to the Ariel Portal, enter the reason of absence and the start date of the employee's absence.

Submit financial data to the Ariel Portal for each pay period the employee contributes to, along with your other employees.

When the employee returns to work, enter the end date of the absence when transmitting the personal data following the return.

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