

**APPLICATION FOR LEAVE OF ABSENCE  
FUNDED BY INCOME AVERAGING**

**1. Application**

Last Name	First Name	Initial
Address		
		Postal Code
Department	Division	Section
Classification/Working Title		Position Number
Employee Number		Phone # (work)

**2. Dates**

Contract Period (includes period worked and leave of absence):  
FROM (mm / dd / yy)    /    /    TO (mm / dd / yy)    /    /

Work Period: FROM (mm / dd / yy)    /    /    TO (mm / dd / yy)    /    /

Leave Period: FROM (mm / dd / yy)    /    /    TO (mm / dd / yy)    /    /

**3. Reason for request**

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#### **4. Superannuation**

Pursuant to section 7(2)b of the Civil Service Superannuation Act R.S.P.E.I. 1988, Cap C-9, an employee participating in this program may opt to have the amount of contributions calculated by reference to the salary the employee would have received if the employee were not participating in this program.

An employee considering joining this program should be aware of the two (2) pension options available.

Option 1: Pay pension contribution on the full salary applicable to the employee over the contract period.

Option 2: Pay pension contributions on actual salary received during the contract period.

Implications: In Option 1, the employee will have pension credit equivalent to the employee's normal hours for his/her position at the end of the contract period.

In Option 2, the employee will only have pension credit for the reduced time period actually worked during the contract period.

I hereby select Option # \_\_\_\_\_ regarding superannuation benefits.

\_\_\_\_\_  
Employee's signature

#### **5. Terms of participation in this program:**

a. The Employing Authority is authorized to deduct sufficient monies from my annual gross salary to enable the income averaging to occur within the contract period.

b. The annual salary to be paid to the applicant shall be their salary earned during the work period , averaged and paid on a bi-weekly basis over the contract period.

c. CPP premiums are to be based on my salary net of the deferred amounts during the period of deferral and on the deferred amounts paid during the leave period.

d. UI premiums are to be based on my gross salary before deferrals during the period of deferral and no premiums are to be withheld from the deferred amounts when paid to the participant during the leave period.

e. Superannuation contributions are to be deducted in accordance with option selected in Section 4.

f. Group Insurance benefits computed with reference to salary shall be based on my salary net of the deferred amounts.

g. During the period when the applicant is not working, eligibility to earn and utilized sick leave, special leave or vacation leave provisions of the Collective Agreement are suspended.

h. Withdrawal from the program or any revisions desired will be requested in writing to the Employing Authority.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

**I hereby agree to this employee's application.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor / Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director/Deputy Minister

**To Be Completed by the Department:**

Is this employee's position to be backfilled?    Yes    No