



Leaves and pension purchases

Employer Education Session
for DBplus

October 2, 2025





Agenda

1. Overview of leaves of absence
2. Reporting leaves of absence
3. Overview of pension purchases
4. Purchasing leaves of absence
5. Purchasing periods of prior employment before enrolment

Overview of leaves of absence

Introduction to leaves in DBplus

- There are a number of different leave types that can be reported to the Plan
 - For statutory leaves and workers compensation leaves, the jurisdiction of a member's employment may define certain cost-sharing or obligations or contribution waiver requirements
 - In addition, the terms outlined in a Participation Agreement may vary from the terms described throughout this presentation



Important terms

1. Deemed earnings:

The earnings a member was receiving just prior to their leave start date

2. Actual earnings:

The earnings that a member is receiving during their leave from their employer, their insurance provider and/or a workers' compensation program

Eligible leave periods for pension purchases

Statutory leaves

- Pregnancy, parental or adoption leave
- Long-term illness leave
- Emergency leave or any other regulated statutory leaves
- Purchase costs are shared between you and the member if the purchase is initiated within 6 months; paid 100% by member if later

Non-statutory leaves

- Leave of absence (any employer-approved leave not defined by legislation)
- Grievance, layoff or work stoppage
- Purchase costs will be 100% covered by the member, unless otherwise specified in a Participation Agreement

Eligible leave periods will also be displayed in the member portal: My Pension

Long-term illness leave (LTI)

- New statutory leave in Ontario (Bill 229)
 - In force: June 19, 2025
 - Unpaid 27-week leave of absence for employees who cannot perform their duties because of a serious medical condition
 - A serious medical condition includes a chronic or episodic condition
 - The condition and the period during which the employee will not be performing their duties must be confirmed by a certificate from a physician, registered nurse or psychologist
 - Employees are eligible after at least 13 consecutive weeks of employment
 - Contributions a member makes during this leave do not count towards the 3-year or 5-year maximums under the *Income Tax Act*

Statutory leaves

Elect to contribute

- Payroll deductions from Supplementary Unemployment Benefit (SUB) Plan or other top-up plan, or member may contribute using post-dated cheques
- Cost-sharing requirements may vary by jurisdiction, but employer usually must contribute
- No additional form is required

Elect not to contribute

- Members must sign and date the waiver section of *Leave notification and purchase request* form
- Members have 6 months from the date they return to work to purchase their leave periods
 - With employer contributing
 - Without any purchase adjustment factor being applied

Contribution calculations should be based on deemed earnings

Non-statutory leaves

- Purchase costs will be 100% covered by the member
- Members who purchase their leave within 6 months from the date they return to work:
 - No purchase adjustment factor applied
- Members who purchase their leave after 6 months from the date they return to work:
 - Purchase adjustment factor applied

Short-term disability (STD) leave

Earnings directly from employer

- Member and employer contributions required
- Contributions will be based on their actual earnings
- Members must contribute

Earnings from an employer-sponsored insurance plan

- Members have the option to contribute or choose not to
- If member elects to contribute, contributions will be based on the earnings they receive from the insurer

Long-term disability (LTD) leave

- Members can choose to contribute based on LTD benefit payments from an insurance plan
- If members choose not to contribute, they **cannot** purchase the period at a later date



Workers' compensation leaves

Ontario – Workplace Safety and Insurance Board (WSIB)

- No contributions are required for the first 12 months
- Members will continue to earn a DBplus pension based on their deemed earnings
- Following this period, members can elect to contribute based on their actual WSIB earnings

Other jurisdictions – Workers' Compensation (WC)

- Members can elect to contribute based on their actual workers' compensation earnings

Disability leaves – only LTD & WC

- Disability leave must be reported to the Plan within 30 days of the leave start date
- A disability form is required after reporting the disability leave status to the Plan
- Disability forms are available in the **Forms Library** section of the [Employer Manual](#) on Pension Administration Link (PAL)
- Members who elect not to contribute during their disability leave **will not** have the option to purchase this period later

**These are the standard disability provisions under DBplus.
For specific provisions applicable to your employees, please consult your Participation Agreement with CAAT.**

Reporting leaves

Different methods of reporting

- There are three different methods that employers use to report leaves to CAAT
- Payroll-based reporting (PBR)
 - Classic Excel-based reporting
 - Automated Data Exchange (SFTP or API)
- Employer Portal – Pension Administration Link (PAL)

Classic PBR

Leave code	Code description
PRG	Pregnancy/Parental/Adoption leave – continued contributions
PRN	Pregnancy/Parental/Adoption leave – no contributions
LOA	Unpaid leave of absence
LAY	Temporary layoff
STL	Authorized statutory leave

- Example: Reporting PRG and ACT using PBR

	A	B	C	D
1	EMPNO	SIN	ESTATUS	ESTATUS_EDATE
2	123	xxxxxxxxxx	PRG	1/1/2024
3	123	xxxxxxxxxx	ACT	10/1/2024

Classic PBR

(continued)

Disability leave code	Code description
LTD2	Elect to contribute on LTD earnings
	Elect to contribute after 12 months of waiver period (WSIB – ON)
	Elect to contribute on WC earnings
NC2	Elect not to contribute on LTD earnings
	Elect not to contribute after 12 months of waiver period (WSIB – ON)
	Elect not to contribute on WC earnings
WP2	12 months of waiver period – no contributions required (WSIB – ON)

- Example: Reporting a member's disability leave using PBR

	A	B	C	D
1	EMPNO	SIN	ESTATUS	ESTATUS_EDATE
2	123	xxxxxxxxxx	LTD2	1/1/2024

- Warning message during validation:
 - CPS-50023: Employment status changed impacting LTD/WSIB, please ensure the corresponding disability form is sent to CAAT

PBR – Automated Data Exchange

Automation

- Employer leave codes automatically mapped to CAAT system
- Reduces manual effort and errors

Flexibility

- Not limited to predefined CAAT leave codes

Data Validation

- Validations in place to ensure data accuracy

Pension Administration Link (PAL)

The screenshot displays the Pension Administration Link (PAL) interface. On the left is a sidebar with a 'Quick Search' bar and a list of navigation links. The 'Report a leave' link is highlighted in green. The main content area is titled 'Report a leave' and includes a sub-header 'Begin reporting a member's leave'. Below this is a 'Find a member' section with four input fields: 'Social Insurance Number', 'Member ID', 'First name', and 'Last name'. There are 'Submit' and 'Reset' buttons. At the bottom is a 'Search results' section with a table header and a pagination bar showing '10 items per page' and 'No items to display'.

Quick Search

Dashboard

Find a member

Message Centre

Message Centre New

Document Centre

Member enrolment

Termination of employment

Report a leave

Purchase requests 0

Pension application

Pension estimate

Payroll

File summary

Contribution remittance

Employer reports

Employer Manual

Help

Report a leave

Begin reporting a member's leave

Find a member

Social Insurance Number

Member ID

First name

Last name

Search results

First name	Middle initial	Last name	Social Insurance Number	Date of birth	Member ID	Employment status
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10 items per page

No items to display

Overview of pension purchases



What is a pension purchase?

1. An **option** under the Plan whereby a member has a period of employment during which they have not made contributions, but then they choose to make contributions after the fact, so they can accrue pension for that period
2. Also called a "**buyback**." It applies to most leaves of absence and to some other periods of employment prior to enrolment

Why make a purchase?



Create a bigger pension



Collect retirement income from one secure source



No commissions or fees



More retirement options



Total pension receives CAAT Plan benefits

Purchasing leaves

Purchasing leaves

Employer's role

Employer responsibilities:

- Communicate the option to purchase
- Calculate contribution cost and complete form
- Communicate the option for the member to remit cash payment through their online banking
- Request pre-authorized T2033 for RRSP purchases
- Remit employer portion of the cost, if required

Purchasing leaves

Electronic member payment

- Member can remit payment through online banking:
 - Select CAAT PENSION PLAN - MEMBERS
- Member submits the signed leave form to the employer
- No regular contributions accepted via online banking

Important note:

- Statutory leaves may be purchased using cash only if the leave is purchased within six months of return to work

Purchasing leaves

Contribution remittance

Document Centre

Member enrolment

Termination of employment

Report a leave

Purchase requests ①

Pension application

Pension estimate

Payroll

File summary

Reports

Contribution remittance

Employer Manual [↗](#)

Help

Select remittances you will be reporting

Payroll contributions Purchases

Member ID	Purchase Type	Amount
<input type="text"/>	<input type="text"/>	<input type="text" value="###"/>

[New entry](#)

Comments

Purchases total

Purchasing leaves

Member portal

Eligibility

- Registered user of **My Pension** portal
- Member's employer is registered on PAL
- Member has active plan status
- Leave periods within six months after leave end date

Employer portal: Purchase request notifications

Pension solutions Members Support centre Employers About Us  Welcome 

- Administration Console
- Notification Preferences
- Sign Out



Notification preferences

	Message Centre	Activity Log
Notify me when a request is received from an employee		
Select all	<input type="checkbox"/>	<input type="checkbox"/>
Enrolment Request	<input type="checkbox"/>	<input type="checkbox"/>
Purchase Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Update](#)

Employer portal: Purchase requests

Quick Search

Dashboard

Find a member

Message Centre

Document Centre

Member enrolment

Termination of employment

Report a leave

Purchase requests

Pension application

Pension estimate

Payroll

File summary

Reports

Contribution remittance

Employer Manual [🔗](#)

Help

Purchase requests

Select a new request or review quotes prepared for a member

Enter search term

Purchase type From To

First name Last name

New purchase requests

Process ID	Purchase type	First name	Last name	Leave start	Leave end	Request date
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Navigation: < 0 > 5 Items per page No items to display

Prepared purchase quotes

Process ID	Purchase type	First name	Last name	Leave start	Leave end	Request date
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Employer portal: Purchase quote

Purchase quote request - [REDACTED]

Statutory Leave of Absence - within six months from end of leave

Plan design: DBplus
Purchase type: Statutory Leave of Absence

Request date: 29-Aug-2025
Social Insurance Number: [REDACTED]

Member ID: [REDACTED]
First name: [REDACTED]

Last name: [REDACTED]
Date of birth: 10-May-1964

Leave start date: 16-Jun-2025
Leave end date: 22-Jun-2025

Member purchase information

Leave start date: 16-Jun-2025
Leave end date: 22-Jun-2025

Deemed earnings	Deemed service	Member contributions	Employer contributions
5,000.00	#####	450.00	450.00

Total cost: 900.00

Payment deadline: 19-Dec-2025

I confirm a copy of this purchase quote will be provided to the member.

[Save](#) [Finish quote](#) [Cancel](#)

Member purchase information

Leave start date: 16-Jun-2025
Leave end date: 22-Jun-2025

Deemed earnings	Deemed service	Member contributions	Employer contributions
5,000.00	#####	450.00	450.00

Total cost: 900.00

Payment deadline: 19-Dec-2025

I confirm a copy of this purchase quote will be provided to the member.

[Save](#) [Finish quote](#) [Cancel](#)

Reminder: Print and provide a copy of this purchase quote to the member

Employer portal: Purchase quote

Recent activity

Start time	Activity
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[View all activity](#)

Transactions in progress

In progress	Member name	Type of transaction
6900	HIYRGKGDWXP EKYPHIZY	Purchase Request
6897	HIYRGKGDWXP EKYPHIZY	Leave Start
6895	HIYRGKGDWXP EKYPHIZY	Leave Start

[View all in progress](#)

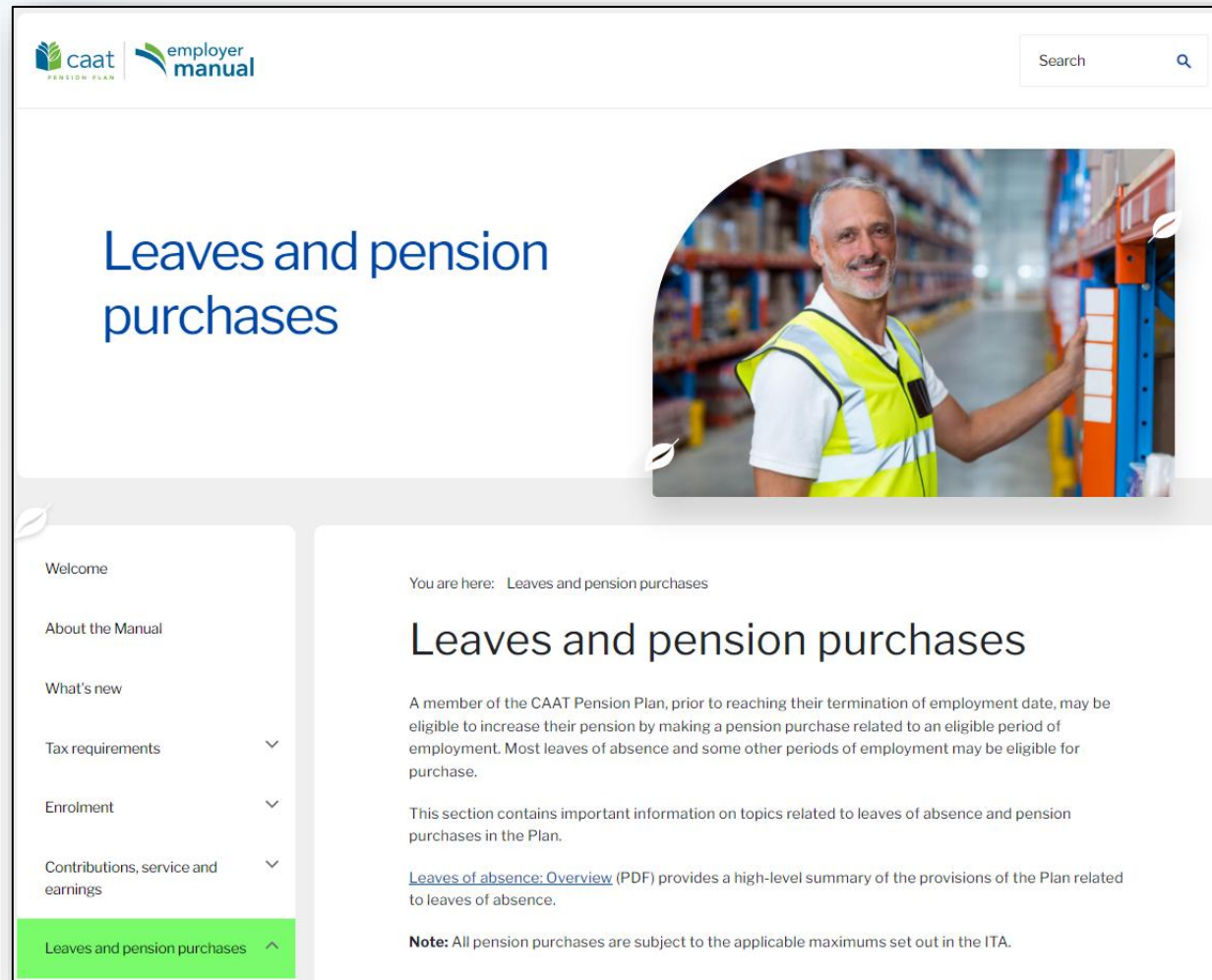
Transactions sent to CAAT

Submitted	Case number	Tracking ID	Member name	Type of transaction
7138			HIYRGKGDWXP EKYPHIZY	Purchase Request
6899	CA0214283		HIYRGKGDWXP EKYPHIZY	Leave Start
6840	CA0214248		HIYRGKGDWXP EKYPHIZY	Leave Start

[View all sent](#)

This has not been sent to CAAT through PAL as there is no Case number or Tracking ID

Additional resources – Employer Manual




The screenshot displays the CAAT Employer Manual website. At the top left, the CAAT Pension Plan logo and 'employer manual' text are visible. A search bar is located at the top right. The main heading 'Leaves and pension purchases' is prominently displayed next to a photograph of a smiling man in a yellow safety vest in a warehouse. A left-hand navigation menu lists various sections, with 'Leaves and pension purchases' highlighted in green. The main content area includes a breadcrumb trail, the page title, an introductory paragraph about pension purchases, a section on important information, a link to a PDF overview, and a note regarding ITA maximums.

caat PENSION PLAN | employer manual

Search

Leaves and pension purchases



Welcome

About the Manual

What's new

Tax requirements

Enrolment

Contributions, service and earnings

Leaves and pension purchases

You are here: Leaves and pension purchases

Leaves and pension purchases

A member of the CAAT Pension Plan, prior to reaching their termination of employment date, may be eligible to increase their pension by making a pension purchase related to an eligible period of employment. Most leaves of absence and some other periods of employment may be eligible for purchase.

This section contains important information on topics related to leaves of absence and pension purchases in the Plan.

[Leaves of absence: Overview](#) (PDF) provides a high-level summary of the provisions of the Plan related to leaves of absence.

Note: All pension purchases are subject to the applicable maximums set out in the ITA.

Purchasing periods of
prior employment
before enrolment

Purchasing periods of prior employment before enrolment

- Eligible purchases
- Timing
- Roles and responsibilities



Periods of prior employment before enrolment

Eligible periods

1. Employment with a non-participating employer's Canadian registered pension plan (RPP)
 - Direct transfer from a former employer's registered pension plan or;
 - A former benefit transferred to CAAT through a financial institution
2. Periods of prior employment before enrolment
 - CAAT participating employer
 - 100% member's cost

Eligible periods for purchases

Purchasing pension under DBplus

✓
Purchases are permitted only for periods of employment on or after January 1, 1991.



Purchasing pension earned in a non-participating employer's DB plan

✓
Pension earned in a non-participating employer's defined benefit (DB) pension plan is eligible for purchase only for periods on or after January 1, 1992.





DBplus pension purchases: Where can funds come from?

- Personal or group RRSP
- Locked-in retirement account (LIRA)
- Defined contribution plan



Other types of eligible purchases

- Prior membership period – commuted value payment
- Statutory leave (pregnancy/parental/adoption) after six months from return to work
- Unpaid leave of absence after six months from return to work

Periods of prior employment before enrolment: Purchase estimator

- Members should use the [DBplus Pension Purchase Tool](#)
 - If the member is from a CBIA employer, select **CBIA/Lawyers Financial Program** from the drop-down list when using the tool
- Direct members to the [Increasing your pension with a purchase](#)

Why is it important?

- Helps members with decision making
- Helps members understand the impact of a pension purchase

Periods of prior employment before enrolment: Purchase timing considerations

- Purchases **must** be initiated before termination or retirement
- A purchase can be completed during the Extension of Membership (EOM) period, but cannot be initiated during EOM
- Previous employer's plan may have deadlines
- Plans registered outside of Ontario may have legislative restrictions
- The member is responsible for completing the purchase on time

Periods of prior employment before enrolment: Applicable forms

Purchase type	Form to be completed
DBplus member – Transfer-in of funds related to former employer’s pension plan	DBplus purchase application – Transfer-in of funds related to a former employer’s pension plan
DBplus member – Period of employment with a CAAT participating employer	DBplus purchase application – Period of employment with an employer that participates in the CAAT Pension Plan

Periods of prior employment before enrolment: Roles and responsibilities

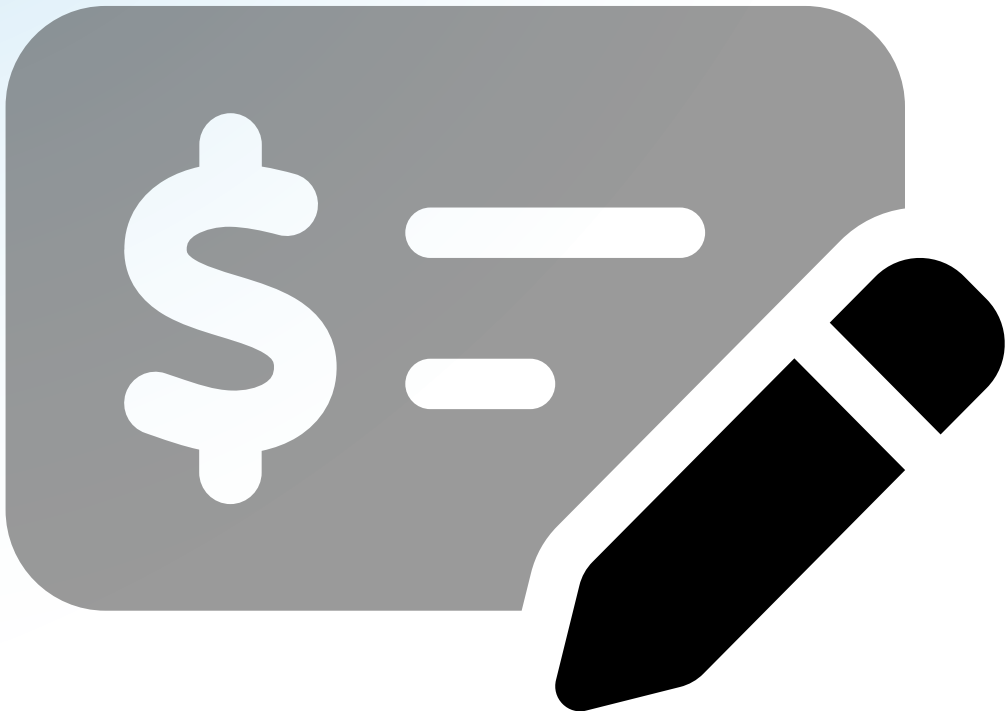


Complete applicable sections
of application forms



Ensure latest forms are used

Costing methodology



- DBplus maximum contribution
 - 18% of eligible earnings up to the Income Tax Act (ITA) maximum
 - For transfers from another employer's pension plan, the cost would be 18% of eligible earnings
 - For purchases of prior employment with a CAAT employer or breaks in employment after six months, the cost would be 18% of deemed earnings for the eligible period or during the leave period

Periods of prior employment before enrolment and other types of purchases

CAAT final steps:

1. Update member's record when funds are received
2. Send confirmation letter indicating the amount of pension purchased
3. **My Pension** will be updated with purchase
4. Annual Statements will have purchased pension reflected if payment is received by the end of November

