



## Municipality of Crowsnest Pass Policy

<b>Policy No.:</b>	<b>Human Resources</b>
<b>Policy Title:</b>	<b>1808-01</b>
<b>Department:</b>	<b>Local Authorities Pension Plan:</b>
<b>Council Approval:</b>	<b>Option to Purchase Pensionable Service for Authorized Periods of Leave without Pay</b>
<b>Reviewed:</b>	<b>Finance and Corporate Services</b>
<b>Revised:</b>	<b>M#6732-13</b> <b>Date: January 8, 2013</b>
<b>Supersedes Policy/Bylaw:</b>	<b>Policy# HR-003</b>

### Policy Statement

The Employer provides all eligible Employees, qualifying to participate in the Local Authority Pension Plan, the opportunity to increase their retirement pension by purchasing pensionable service for periods of leave without pay.

#### 1. Reason for Policy

- 1.1 To identify periods of leave without pay that the Employer authorizes to be eligible under this policy.
- 1.2 To identify periods of absence without pay that the Employer authorizes to be ineligible under this policy.
- 1.3 To provide continuity and consistency for the facilitation and administration of purchasing pensionable service for leaves without pay for all eligible Employees.

#### 2. Related Information

- 2.1 For the Eligible Employee: <http://www.lapp.ca/members>
- 2.2 For the Employer: <http://www.lapp.ca/employers/employer-online-services.jsp>

### **3. Definitions**

3.1 **Eligible Employee** is an individual employed by the Municipality who is eligible to participate in the Local Authorities Pension Plan.

3.2 **Employer** is the Municipality of Crowsnest Pass.

3.3 **Leave without pay** means a period of service during which an Employee is, with the authority of the Employer, on leave from the regular duties of his/her employment and is receiving no remuneration from the Employer.

3.4 **Eligible periods of leave without pay recognized and authorized by the Employer:**

3.4.1 Maternity Leave

3.4.2 Parental Leave

3.4.3 Long Term Disability Leave

3.4.4 Workers Compensation Leave

3.4.5 Leave of Absence as outlined in Article 14: Leave of Absence in the Collective Agreement between CUPE Local 812 and the Municipality of Crowsnest Pass.

3.4.6 Sick Leave

3.5 **Periods of leave without pay that are not recognized and/or authorized by the Employer:**

3.5.1 All other eligible periods of temporary absence including strikes and lockouts which are not Employer approved and the Employee does not render services to the Employer.

### **4. Responsibilities**

4.1 The Finance and Corporate Services Department is responsible to administer this Policy and to facilitate the process for an employee to purchase pensionable service for recognized and authorized periods of leave without pay.

### **5. End of Policy**