



Benefit Guidelines During Your Leave of Absences

CAAT Pension Plan:

You may elect to purchase your CAAT Pension Plan service during your leave of absence. You will be responsible to pay both your share and the College share of all costs during your leave period. Purchasing your leave period with the CAAT Pension Plan will ensure continuous service is record.

Sun Life Group Benefits:

- You will need to determine what coverage you will be maintaining during your leave, if applicable. You will be responsible for both the employee and employer costs during the unpaid leave period. Please contact the Benefits Administrator to review these costs and to discuss coverage arrangements.
- If you will be travelling to another province, territory, or country, it is important that you register with OHIP as soon as possible (90 days prior to the commencement of your leave is recommended). Failure to do so may jeopardize your Sun Life Group Benefits coverage. If you are traveling to a country that is involved in a war or hostile action of the armed forces, prior approval from Sun Life will be required to maintain your benefit coverage. Please contact the Benefits Administrator to discuss arrangements.
- You are required to complete a Sun Life Group Benefits Change Form outlining the benefit election you have selected to be maintained during your leave, if you are making any changes to your benefit coverage. Please contact the Benefits Administrator to ensure that arrangements have been made with Sun Life.

Vacation Entitlement:

You will not accrue vacation entitlement during your unpaid leave of absence.

Miscellaneous Payroll Deductions:

Deductions, including but not limited to United Way, Parking, Social Fund, will cease on the pay immediately prior to the commencement of your leave.

Should you require further information assistance, please contact your Human Resources Consultant or the Benefits Administrator, benefits@flemingcollege.ca