



APPLICATION FOR SELF-FUNDED LEAVE (ELEMENTARY TEACHERS)

Application Deadline	Completed applications must be emailed electronically to the appropriate HR Advisor no later than 4:00 pm, March 1st .
Eligibility	<ul style="list-style-type: none">• To be considered for a self-funded leave, you must have been continuously employed with the OCDSB as a Regular Day School Elementary Teacher for at least two (2) years as a permanent/contract teacher at the commencement of your self-funded leave, and• Under the provisions of the Teachers' Pension Plan Act, as of 1 September 1992, teachers must have been credited as a member in the Ontario Teachers' Pension Plan for at least three full school years (30 months) before beginning the deferred or reduced leave plan.
Income Tax Act/Regulations	Plan restrictions are as follows: <ul style="list-style-type: none">• Deferral of pay (tax deferred) over a set # of years leading up to the leave period. Deferrals not to exceed 33 1/3% of gross annual salary in any 1 year and cannot exceed the maximum 6-year limit.
Plan Restrictions	<ul style="list-style-type: none">• While on leave you cannot receive any salary or wages from the Ottawa-Carleton District School Board (occasional, contractual, cont. education, etc.) and you cannot teach under contract with another Board, without permission from OCDSB.• You must return to your regular employment with the Board after the leave for a period of time that is not less than the period of leave.• The requested deductions from your pay will commence effective this September 1st, and be deposited into a trust account, established for you, with the Ottawa-Carleton Credit Union. You cannot place your funds into any other account nor negotiate the interest rate.
Collective Agreement (Articles 19 & 22)	
Plan Withdrawal	Complete Form 199 (X/Y Lv. Notification) no later than March 15th prior to the start of the scheduled leave year. The accumulated amount of deductions, plus accrued interest, less statutory deductions, will be paid in one lump sum within 60 calendar days and deposited to your bank account on file with the OCDSB Payroll Dept.
Plan Deferral	Complete Form 199 (X/Y Lv. Notification) no later than March 1st prior to the start of the scheduled leave year. Leave deferral is permitted for one year only and does not extend contributions for an additional year. The 6/7 leave plan cannot be deferred.
Deduction Adjustments	Adjustments in the amount of deductions from salary may be made in the months of January and September. Deductions can't exceed the maximum contribution % in the original plan (e.g. 2/3 original plan can't exceed 33.3%).
Leave Year Disbursement of Funds	Complete Form 199 (X/Y Lv. Notification) no later than May 1st prior to the start of leave to confirm the dates and % of disbursement of accumulated funds. There shall be no interruption to continuous service for seniority. You shall not accumulate further experience during the period of leave.
Right of Return	You retain right of return upon completion of your X/Y leave year to the school from which you left, subject to surplus/redundancy procedures.
Benefits	While on leave, you must maintain 100% LTD coverage and continue to remit premiums to the OCDSB. Premiums will be deducted on a monthly basis (on the last Tuesday of each month you are leave) from the same bank account that you receive your pay. If you have questions regarding your LTD premiums while on leave, contact your Federation. Your Benefits Coverage (Health; Dental; Life Insurance) rests with OTIP. You can contact them directly at 1-866-783-6847.
Pension	During your "pay-in years" your pension continues to be based on your total annual salary (before deductions). During your "leave period" your pension contributions are based on your annual salary, deducted from your X/Y funds and remitted to Teachers Pension Plan by the Board. There is no negative affect on your pension.
OCT Fee (Ontario College of Teachers' Fee)	Payroll deducts the annual Ontario College of Teachers' (OCT) fees from the first three (3) pays of January/February in each calendar year. As your Self-Funded leave disbursement will not have your OCT fees deducted for your year of leave, it will be your responsibility to directly remit your fees to the College by April 15th (a penalty is imposed for late payments). You can pay your membership fee online at www.oct.ca or by contacting OCT directly at 1-888-534-2222.



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To Be Completed By Employee

I, _____, wish to participate in the plan checked below:

1/2 years at 33.3%* or lesser amount of ____% 2/3 years at 33.3%* or lesser amount of ____%
 3/4 years at 25.0%* or lesser amount of ____% 4/5 years at 20.0%* or lesser amount of ____%
 5/6 years at 16.6%* or lesser amount of ____% 6/7 years at 14.0%* or lesser amount of ____%

NOTE: 4/5 means 4 years of deductions with the leave commencing in the 5th year

*Figures represent % max of gross annual salary contribution.

I authorize the Ottawa-Carleton District School Board to effect these deductions commencing September 1st and place these funds into an account with the Ottawa-Carleton Educational Credit Union, as designated in accordance with the Collective Agreement.

Employee Signature

EIN

Work Location

Date

Employee Information for Credit Union:

Employee Address (# Street, City, Province, Country, Postal Code)

S.I.N.

To Be Completed by Employee Services Team Manager/ HR Advisor by April 1st

Approved - Employee meets eligibility criteria; provide signed copy to Employee

Denied (email employee with reasons)

If Approved, fax signed copy to the Credit Union to open account (Fax # 613-238-9858)

Team Manager (Elementary)/HR Advisor Signature

Date