

PURCHASE OF SERVICE BY RESERVIST

The Civil Service Superannuation Act permits an employee to purchase service for a period of unpaid leave received for active duty or training in the Canadian Forces Reserves under Section 59.5 of the Employment Standards Code (unpaid leave for reservists).

1. The employee must file with the Board, within six months after the end of the period of leave, an application to request the purchase for this period of unpaid leave for reservists.
2. The employee's cost will be the amount that would have been his or her total contributions for the period, based on his or her annual salary rate immediately before the period of unpaid leave for reservists.
3. The employee **MUST** provide a certificate from an official with the Reserves stating:
 - a. That the employee was a member of the Reserves during the period of leave; and
 - b. That the period of service was required to accommodate a period of active duty or training in the Reserves; and
 - c. The start and end dates for the period of service.

Name: _____ Employee No.: _____

S.I.N.: _____ Work Phone No.: _____

Home Address: _____

_____ Postal Code: _____

Period(s) of Unpaid Reservist Leave: Employer	From (YY/MM/DD)	To (YY/MM/DD)
_____	____ / ____ / ____	____ / ____ / ____
_____	____ / ____ / ____	____ / ____ / ____
_____	____ / ____ / ____	____ / ____ / ____

I authorize the release of this information to any employer above for verification purposes and I understand that this request will in no way obligate me to purchase any eligible service.

Signature of Employee: _____ Date: _____

Please return this application form AND a certificate from an official of the Reserves to:

The Civil Service Superannuation Board

1200 – 444 St. Mary Avenue, Winnipeg MB R3C 3T1

Phone: 204-946-3200 Canada Toll Free: 1-800-432-5134 Fax: 204-945-0237