

# Guide to the Application for a buy-back of one or more periods of absence

## Public-Sector Pension Plan

### General information

A period of absence that can be bought back is a period during which you were absent from work and during which you did not contribute to your pension plan because you were on:

- maternity leave that began before 1 January 1989;
- parental leave following a maternity, paternity or adoption leave;
- compassionate care leave to care for a family member;
- leave without pay.

You must use this form to file an application for a buy-back if you are a member of one of the following plans:

- the Government and Public Employees Retirement Plan (RREGOP);
- the Pension Plan of Management Personnel (PPMP)
- the Retirement Plan for Senior Officials (RPSO)
- the Pension Plan of Certain Teachers (PPCT)
- the Pension Plan of Peace Officers in Correctional Services (PPPOCS)
- the Superannuation Plan for the Members of the Sûreté du Québec (SPMSQ).

The form is divided into two parts:

- in the first part, which consists of sections 1 and 2, you must provide the information concerning your current situation;
- in the second part, which consists of sections 3 and 4, you must provide the information concerning the period or periods of absence you wish to buy back.

**This guide will be useful for completing section 3, which provides:**

- **information on the application of the 90-day bank for buying back** a period of absence;
- **explanations and examples to complete table 3.1** using your Statement of Participation for public-sector pension plans.

If you have any questions concerning buy-backs, please refer to the brochure entitled Buy-Backs, available on our [website](#).

### Section 3: Periods of absence to be bought back

#### Information on the application of the 90-day bank

For members of the RREGOP, PPMP, PPCT, RPSO and PPPOCS, we automatically recognize, when you retire, up to a maximum of 90 days to complete certain days of absence accrued during your career (called 90-day bank). This provision allows for the reduction of the cost of the buy-back of your periods of absence. When your application for a buy-back is processed, the number of days to be bought back will be reduced to a maximum of 90 days.

## Section 3: Periods of absence to be bought back (continued)

Example:

Since the beginning of your career, you were on leave without pay for 45 days in 2010 and you were also on parental leave for 125 days in 2012-2013, for a total of 170 days of absence.

When you file your application for a buy-back, we will deduct 90 days from your days of absence that can be bought back. Therefore, your buy-back proposal will represent the amount to be paid for the 80 days of absence that exceed the 90-day bank.

You can reject the automatic application of the 90-day bank when you file an application for a buy-back and, as a result, not benefit from its advantages. If you would rather buy back all your days of absence and therefore not use the 90-day bank, you must indicate your refusal in section 4 entitled Comments on this form.

### Examples to complete table 3.1 using your Statement of Participation

You must enter in table 3.1 the information concerning the period or periods of absence for which you would like to receive a buy-back proposal. The section entitled Absences that can be bought back on your Statement of Participation for public-sector pension plans shows **all the periods of absence that can be bought back since the beginning of your pension plan membership**. This document will make finding information that you will need to complete table 3.1 a lot easier.

The following two examples show how to complete table 3.1 depending on whether the days of absence are shown **by year** or **by period** on your Statement of Participation.

#### Example 1 – Days of absence shown by year

When consulting your Statement of Participation, you notice that you can buy back 203 days of absence.

#### Absences that can be bought back

According to the data provided by your employers, as at 31 December 2018, you had accrued 203 days that could be bought back.

Employer	Absences in each period					Total
	1998	1999	2001	2015	2016	
Commission scolaire des Prés	4	56	12	100	31	203
<b>Total</b>						<b>203</b>

In table 3.1, you must enter the year or years concerned by the buy-back and the name of the employer.

- If there is only one employer for several years, please enter the name of the employer on each line of the table.
- If there are two or more consecutive years (example 1998 and 1999), you must enter the consecutive years on the same line.

Table 3.1

Years	Name of employer (at the time of the period to be bought back)
1998-1999	Commission scolaire des Prés
2001	Commission scolaire des Prés
2015-2016	Commission scolaire des Prés

## Section 3: Periods of absence to be bought back (continued)

### Example 2 - Days of absence shown by period

When consulting your Statement of Participation, you notice that you can buy back 256 days of absence.

### Absences that can be bought back

According to the data provided by your employers, as at 31 December 2018, you had accrued 256 days that could be bought back.

Employer	Absences in each period						Total
	< 1982/07/ 01	1982/07/ 01-1986	1987- 1999	2000- 2007	2008- 2017	2018	
Centre universitaire des Continents	-	-	12	-	21	-	33
Hôpital Marie-Savard	-	-	23	-	-	-	23
Centre de réadaptation Gaston-Lemieux	-	1	199	-	-	-	200
<b>Total</b>							<b>256</b>

In table 3.1, you must enter the year or group of years concerned by the buy-back and the name of the employer or employers. Where several employers are concerned for the same year or a group of years, you must enter on a separate line the years and name of each employer.

Table 3.1

Years	Name of employer (at the time of the period to be bought back)
1982-07-01/1986	Centre de réadaptation Gaston-Lemieux
1987-1999	Centre universitaire des Continents
1987-1999	Hôpital Marie-Savard
1987-1999	Centre de réadaptation Gaston-Lemieux
2008-2017	Centre universitaire des Continents

## Access to documents held by public bodies and the protection of personal information

The personal information collected in this form is necessary to study the application. Failure to provide the requested information in the mandatory sections may result in a delay or a refusal to process your application. Only our authorized employees will have access to it when necessary to carry out their duties and it is only disclosed to other persons or agencies for verification in cases provided for by law. It can also be used for research, assessment, analysis or survey purposes. Pursuant to the *Act respecting Access to documents held by public bodies and the Protection of personal information*, you may consult your personal information and have it corrected.

## For more information

### Online

[www.retraitequebec.gouv.qc.ca](http://www.retraitequebec.gouv.qc.ca)

### By telephone

Québec region: 418 643-4640  
Toll-free: 1 866 627-2505



**1. Identification of the plan member**

Social Insurance Number	<b>OR</b>	Identification number <b>1 7</b>	You can find your identification number on your Statement of Participation.	
Sex <input type="checkbox"/> F <input type="checkbox"/> M	Family name		Given name	
	Family name at birth, if different		Date of birth year    month    day	
Address (number, street, apartment of Post Office Box)				
City		Province	Country	Postal Code
Telephone			Language of correspondence	
Home <small>area code</small>	Other <small>area code</small>		<input type="checkbox"/> French	
Work <small>area code</small>	Extension		<input type="checkbox"/> English	

**2. Information on your last employment**

2.1 Specify the name of each employer in the public sector **for whom you worked during the last 18 months.**

Employer's name	Are you still working for that employer?	Were you hired during the last 18 months?
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

2.2 If you are working in the education sector, do you currently hold more than one position with the same employer?

Yes    No

2.3 Please check your current pension plan:

RREGOP    PPMP    RPSO    PPCT    PPPOCS    SPMSQ

2.4 Did you file an application for a retirement pension at the same time as this application for a buy-back?

Yes    No

If you accept the buy-back proposal that you will receive, the advantages of your buy-back will be taken into account in the calculation of your retirement pension under a public-sector pension plan.

### 3. Periods of absence to be bought back

- For more information on how to complete this section and for examples, please refer to the guide at the beginning of this form.
- In order to complete periods of absence, plans such as the RREGOP, PPMP, PPCT, RPSO and PPPOCS, provide for the automatic addition, at no cost, of a maximum of 90 days (called 90-day bank) to your years of service. **If you are a member of one of those plans, the 90-day bank will automatically be taken into consideration for the process of your buy-back**, unless you indicated otherwise in section 4.

3.1 In the table below, please enter the year that corresponds to each period concerned by your application.

If one of those periods spans more than one year, please enter all the years affected. For example, if your application concerns a period from November 2013 to June 2014, you must enter “2013 to 2014” under the Years column.

Years	Name of employer (at the time of the period to be bought back)

For one of the periods entered in table 3.1, have you ever received a buy-back proposal, following an application for a buy-back that you had filed?

Yes    No

3.2 If your application concerns a parental leave, please complete the table below:

- For a maternity or paternity leave, enter the child’s date of birth.
- For an adoption leave, enter the date of registration of the adoption with the Youth Division of the Court of Québec and check the box. If you were granted a parental leave before registration of the adoption in Québec, enter the issuing date of the official document related to the adoption in your possession.

Child 1	year	month	day	Adoption <input type="checkbox"/>
Child 2	year	month	day	Adoption <input type="checkbox"/>
Child 3	year	month	day	Adoption <input type="checkbox"/>
Child 4	year	month	day	Adoption <input type="checkbox"/>

### 3. Periods of absence to be bought back (continued)

3.3 Are you applying to buy back a period of absence that ended in the current or previous year?

Yes  No

**If so**, did you work for another employer during that same period and contribute to another pension plan?

Yes  No

**If so**, enter in the table below the name of that employer and the period during which you contributed to a pension plan while working for the other employer.

Name of employer	Beginning			End		
	year	month	day	year	month	day

Having contributed to a different pension plan can affect the type of pension adjustment (PA) to be calculated.

### 4. Comments:

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### 5. Declaration

**By sending this form, I declare that the information provided is complete and accurate.**



**Send us this form and the required documents online at:**

**[www.retraitequebec.gouv.qc.ca](http://www.retraitequebec.gouv.qc.ca).**

**Your application will be processed faster and the postal delay will be eliminated.**

If you cannot use the online service, please return the application and required documents to us by mail to:  
Retraite Québec, Case postale 5500, succursale Terminus, Québec (Québec) G1K 0G9