



Purchase of Previous Pension Service in the Contributory Pension Plan Member Application Form

Please refer to page 2 of Eligibility Guidelines below of this form to determine if you are eligible to purchase previous pension service.

Part A - Employee Current Information

Employee Name: _____
(Please Print)

McMaster ID: _____

E-mail Address: _____ Extension: _____

Current Department: _____

Part B - Previous McMaster Service Information

McMaster ID: _____ Department: _____

Position Held: _____

Employment Start Date: _____ Employment End Date: _____

Pensionable Service Start Date: _____

Please provide Human Resources Services with any documentation you may have in your possession regarding your Previous McMaster employment, including but not limited to copies of all McMaster University offer letters you have in your possession.

I have enclosed copies of all relevant additional documentation: I have no supporting additional documentation supporting my purchase of previous pension service request.

Please note that processing can take 2 to 3 months due to complexity, as cost and tax implications are determined externally. Further delays may be encountered if no supporting documentation is provided.

Signature of the Employee

Date

Eligibility Guidelines

This guideline is applicable to eligible Employees who are Members of the Contributory Pension Plan for Salaried Employees of McMaster University Including McMaster Divinity College 2000 ("The Plan"). Please note there is no provision in the McMaster Hourly Plan for Pension Buy Back.

What Periods of Past service are Eligible for "Buy Back"?

There are very few scenarios in which an Employee can "Buy Back"/receive additional Pensionable Service under The Plan.

1. **Periods during which the Employee was Eligible for Membership but Not a Member (must be specified in writing with formal offer letters)**
 - An Employee who elects to defer enrollment in the Plan to the Mandatory Date (July 1) is eligible to buy back service to the date the Employee first eligible to join the Plan (the immediate enrolment date versus the deferred/mandatory enrolment date).
 - An Employee who has their full-time or part-time over 50% appointment (as specified in their offer letter) extended beyond one year is eligible to buy back to the beginning of the appointment which was extended (assuming the appointment is in a position eligible to participate in the Plan). The Employee must apply for the buy back within 30 days from the date their contract is extended in order to be eligible.
2. **Periods during which the Employee was on Lay-Off or Otherwise Ceases to Accrue Pensionable Service under The Plan and Subsequently Returns to Active and Eligible Employment**
 - An Employee who in the past contributed to The Plan, and who is subsequently placed on lay-off or otherwise stops contributing to The Plan is eligible to buy back service related to the period during which they were no longer contributing to The Plan **IF** the Employee returns to active employment with the University in an eligible position **and** becomes a Member of The Plan after their return.
3. **Leaves of Absence**
 - An Employee who goes on Leave of Absence and, in accordance with the terms of The Plan, has the option of continued participation during their Leave of Absence, but opts not to continue pension during the leave is eligible to buy back service for the period of the leave at a later date.