

# APPLICATION FOR PARTICIPATION IN THE PENSION PLAN

## DURING FAMILY OR PARENTAL LEAVES AND ABSENCES

### Declaration of the person wishing to maintain participation in the pension plan

1. EMPLOYEE IDENTIFICATION				
Last name		First name		
CCQ client no.		Date of birth (YYYY-MM-DD)		
No.	Street		Apartment no.	P.O. box
City		Province	Postal code	Telephone no.

2. EMPLOYER IDENTIFICATION				
Name				Employer no.
No.	Street		Apartment no.	P.O. box
City		Province	Postal code	Telephone no.

3. INFORMATION REGARDING THE APPLICATION FOR PARTICIPATION IN THE PENSION PLAN	
Period during which you will maintain your participation in the pension plan	
From (YYYY-MM-DD)	To (YYYY-MM-DD)
Reason for your absence or leave	
<input type="checkbox"/> Maternity leave <input type="checkbox"/> Leave as informal caregiver <input type="checkbox"/> Paternity leave <input type="checkbox"/> Leave for parents of a young crime victim <input type="checkbox"/> Parental leave <input type="checkbox"/> Preventive leave for pregnancy or breastfeeding <input type="checkbox"/> Other type of absence or leave permitted by law: _____	
If you wish to add details on the type of absence or on the period during which you wish to maintain your participation in the pension plan, provide them here.	

4. EMPLOYEE'S SIGNATURE	
<p>To maintain my participation in the pension plan during my absence or leave for family or parental reasons, I understand that I must inform my employer by the beginning of this leave at the latest and that I must continue regular payment of my usual share of contributions and the applicable fees by sending the required amounts to my employer.</p> <p>I also understand that it is my responsibility to ensure follow-up of my application throughout the period during which I wish to contribute. The Commission de la construction du Québec (CCQ) will confirm to me in writing the addition of hours to my pension file following receipt of the sums transmitted by my employer. If I do not receive such a confirmation, I understand that no contribution was paid into my file.</p>	
Signature	Date (YYYY-MM-DD)

**It is recommended that you send this form, filled out and signed, to your employer, and send a copy to the CCQ.**

A copy of your form may be sent to the address below:

Commission de la construction du Québec  
C. P. 2500, succursale Chabanel  
Montréal (Québec) H2N 0A9

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### EMPLOYEE'S GUIDE

During an absence for family or parental reasons, a person may continue to participate in the pension plan through application of the *Act Respecting Labour Standards* (chapter N-1.1).

Article 81.15 of the statute states, "An employee's participation in the group insurance and pension plans recognized in the employee's place of employment shall not be affected by the absence from work, subject to regular payment of the contributions payable under those plans, the usual part of which is paid by the employer."

The reasons for this absence include maternity leave, paternity leave, parental leave, leave to act as an informal caregiver, leave for parents of a young crime victim, and preventive leave for pregnancy or breastfeeding.

#### How to apply

Employees who wish to maintain their participation in the pension plan during their leave must inform their employer by the beginning of the leave at the latest.

It is recommended that you send this form, filled out and signed, to your employer, and send a copy to the Commission de la construction du Québec at the address below:

Commission de la construction du Québec  
C.P. 2500, succursale Chabanel  
Montréal (Québec) H2N 0A9

As of the start of the leave, employees must also continue with regular payment of their usual part of the employee contributions and the applicable fees by sending the required amounts to their employer (for more details, see the section below, "Information on calculating employee contributions").

It is also recommended that employees conserve proof of all amounts sent to their employer for the purpose of this application.

#### Information on calculating employee contributions

The amount that employees must send to their employer for each week during their absence must correspond to the total of employee contributions and fees covered in section 126.0.2 of the *Act Respecting Labour Relations, Vocational Training and Workforce Management in the Construction Industry* (chapter R-20).

##### Week covered

Week during which the declared person is absent or on leave for family or parental reasons and for which hours are declared by the employer.

##### Number of hours declared

The number of hours declared during a week covered must correspond to the number of hours usually declared.

##### Employee contributions

- Contribution: must correspond to the result of the number of hours declared multiplied by the rate\* of employee contribution to the pension fund set out in the sector-based collective agreements
- Fees: must correspond to the result of the number of hours declared multiplied by \$0.075 (fee set out in section 126.0.2 of Act R-20).

\*The Wage Rates and Contributions to Social Benefits Rates table is available on the CCQ's website, under the "Wages & Rates" tab.

#### Employer's transmission of contributions to the pension plan

The employer must transmit to the Commission de la construction du Québec, simultaneously and at the latest on the 15th day of the month following the covered monthly period, the employee contributions received from the employee, the corresponding employer contributions, and the applicable fees, all accompanied by the form *Declaration of participation in the pension plan during family or parental leaves and absences*, available on the CCQ's website.

The CCQ confirms receipt of the contributions to the employee covered. Therefore, employees who receive such a confirmation are informed that their employer has maintained payment of the contributions.

Employees, however, are responsible for ensuring follow-up on their application and must conserve proof of all payment of contributions paid for the purpose of this application.

Finally, the employer is responsible for producing and sending the tax slips related to the employee and employer contributions paid into the pension plan.

#### For more information

If you wish additional information, you can contact the CCQ's Customer Service, at 1 888 842-8282.