OMERS

Optional service cost request

Use this form only if you are a current OMERS employer with a Supplementary Agreement that includes optional service.

OMERS will calculate a cost of the service and forward an optional service package directly to you.

Important: If the service is with another employer, please contact OMERS Employer Services for more information.

To help us serve you better, submit your documents quickly and securely using the e-access portal. Start a new conversation, attach your files, and submit.

Providing OMERS with your personal information is considered consent for its use and disclosure for the purposes set out in our Privacy Statement, as amended from time to time. You can find out more about our collection, use, disclosure and retention of personal information by reviewing our Privacy Statement at www.omers.com.

SECTION 1 - MEMBER INFORMATION - to be completed by the member

Group Number	OMERS Membership Number*	Date of Birth (m/d/y)

First Name	Middle Name	Last Name

Apt/Unit	Address	City	Province	Postal Code

Phone	Email

Name of Current Employer

**Your membership number appears on your Pension Report or any personalized statement from OMERS.*

SECTION 2 - PREVIOUS SERVICE INFORMATION - to be completed by the current OMERS employer

Date service began (m/d/y)	Date service ended (m/d/y)

Costs for one service period can be requested in this section. For more than one period, photocopy this section as needed. Be sure to put the OMERS membership number at the top of each page.

Service period

Are there any breaks in service or unpurchased leave periods within this time period? ☐ Yes ☐ No
If yes, please indicate the dates and the type of leave(s):

Leave period 1

Date leave started (m/d/y)	Date leave ended (m/d/y)

☐ Statutory leave - Pregnancy/parental leave

☐ Statutory leave - Family medical leave

☐ Statutory leave - Emergency leaves (use for all non-Pregnancy/parental, non-Family medical and non-Reservist leaves at double contributions cost to the member)

☐ Non-statutory leave (includes Reservist leave at double contributions cost to the member)

☐ Non-purchasable leave

Leave period 2

Date leave ended (m/d/y)	Date leave ended (m/d/y)

☐ Statutory leave - Pregnancy/parental leave

☐ Statutory leave - Family medical leave

☐ Statutory leave - Emergency leaves (use for all non-Pregnancy/parental, non-Family medical and non-Reservist leaves at double contributions cost to the member)

☐ Non-statutory leave (includes Reservist leave at double contributions cost to the member)

☐ Non-purchasable leave

OMERS

Group Number	OMERS Membership Number

SECTION 2 - PREVIOUS SERVICE INFORMATION - to be completed by the current OMERS employer - cont'd

Employment status during period

☐ Continuous full-time

☐ Non full-time

_____ % of full-time hours, excluding any period each year that the employee didn't work. Example: if full-time hours were 37.5 hours per week, and the employee regularly worked 30 hours per week, the percentage of full-time hours worked would be 80% (or 30 ÷ 37.5 = 0.80).

From (m/d)	To (m/d)

Period each year the employee didn't work (generally applies to school boards or seasonal employees)

If the employee worked varying hours every year, provide the months of service worked each year.

Year												
Months												

SECTION 3 - AUTHORIZATION - to be completed by the member and current employer

Employer		Contact
Title		
Phone	Fax	Email

_____ _____

Signature of Authorized Signing Officer — Date (m/d/y)

_____ _____

Member's signature — Date (m/d/y)

OMERS can provide a cost only when we receive this completed and signed application form, and any necessary proof-of-service documents.

Statutory *Employment Standards Act* (ESA) leaves

Rules applying to statutory leaves which fall under the ESA are outlined below. The following leaves are ESA leaves:

- Child death leave that occurs on or after January 1, 2018
- Crime-related child death or disappearance leave that occurred from October 29, 2014 to December 31, 2017; Crime-related child disappearance leave that occurs on or after January 1, 2018
- Critically ill child care leave that occurred from October 29, 2014 to December 2, 2017; Critical illness leave (to include both children and adult family members) with any medical certificate issued on or after December 3, 2017
- Declared emergency leave
- Domestic or sexual violence leave that occurs on or after January 1, 2018
- Family caregiver leave that occurs on or after October 29, 2014
- Family medical leave
- Organ donor leave
- Personal emergency leave
- Pregnancy/parental leave (including extension for stillbirth and miscarriage that occurs on and after January 1, 2018)
- Reservist leave *
- Reservist leave periods of postponement

*For OMERS purposes, there are two different ways that reservist leaves are costed depending on whether or not an employer has elected to share in the cost of the purchase of a reservist leave. If the member does not elect to purchase the reservist leave, the member will receive eligible service for the period of the reservist leave not purchased - under both costing methods.

Member cost

Generally, the member cost for an ESA leave is single contributions (with the exception of reservist leaves noted above). The employer pays the matching amount. For all other purchasable leaves, the member cost is double contributions and there is no cost to the employer.