



NS Pension Services Corporation
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(902) 424-0662 fax
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www.novascotiapension.ca

Office Use Only

Flexible Pension Option – Application

Instructions

Employee: Complete Part 1 and send the form to your RCE/Payroll for approval

RCE/Payroll: Complete Part 2 and send the approved form to NS Pension

Part 1 – To be completed by the Employee

Employee Information

Name of Regional Centre for Education (RCE): _____

Name of Employee: _____

SAP ID: _____ Professional #: _____

Email Address: _____

Home Telephone: _____

Eligibility / Requirements

1. An employee must have worked for 36 months prior to the period of reduced service. Under the pension plan rules, the employee must have pensionable service in the immediately preceding school year. This year is used as the "base" year to determine the pension accrual for the period of reduced service.
2. Under subsection 4(5) of the Teachers' Pension Plan (TPP) Regulations, an employee cannot receive credit for pensionable service in the Teachers' Pension Plan if they receive credit for pensionable service for the same period under another registered pension plan, i.e. the employee cannot receive credit in two different pension plans for the same period of service.
3. Employees receiving salary continuation benefits, or those on salary deferral, leave or LTD, for a full school year, are not eligible to participate in the Flexible Pension Option the following year.
4. Employees participating in the Flexible Pension Option are not permitted to work in substitute teaching positions which also contribute to the TPP.

Date

Signature of Teacher

Part 2 – To be completed by RCE/Payroll

Salary Details & Employer Approval

	TC License Level		Salary Scale Position/Level
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	Admin. Salary (Y/N)	\$	Admin. Salary Amount
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	Base Year	Flex Pension Year 1	Flex Pension Year 2
School year e.g. 2025–26			
Salary	\$	*\$	*\$

*Salary amounts for Flex Pension Year 1 and Year 2 are based on a teacher's license level/position and percentage of year worked in their Base Year and should reflect the amounts that would have been earned if they were working the same percentage as the Base Year.

% worked	%	%	%
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(actual for all years)

Name/Title of RCE Official (Please Print)

Signature of RCE Official

Date

Please return this form to **NS Pension** by mail or email (info@nspension.ca)