

November 30, 2021

**To: Benefit Administrators / Human Resource Personnel / Union Partners**

**From: Lorne Shiplack**  
**Benefit Services Manager, Employee Benefits**

**Re: Benefit Eligibility Following a Leave of Absence**  
**Employee Benefit Plans**

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At the October 14, 2021 Employee Benefits Plans Board of Trustees meeting, the trustees approved an amendment to the extended health care and enhanced dental plan rules to allow an employee to request a one-time annual measurement following their return to work from an approved leave of absence. The amendment is effective January 1, 2022.

Under the current eligibility rules, employees who are not actively at work on December 31 because they are on an approved leave of absence including: education, maternity/paternity/adoption, illness, or other, are not measured until December 31 of the year that they return to work. Upon the employees active return to work, their pre-leave level of coverage is reinstated and remains in place until their next annual measurement on December 31 of the year they return to work.

The new amendment to the eligibility rules allows an employee, who was on an approved leave of absence on December 31, the opportunity to request a one-time manual annual measurement upon their active return to work. The actual hours worked in the previous calendar year plus any eligible deemed hours will be used for the one-time manual annual measurement.

It is important for the employee to understand that the results of the manual annual measurement may adversely impact their coverage and the result will be binding. This means that an employee's coverage could:

- Remain at their pre-leave level of coverage,
- Increase to a higher level of coverage,
- Decrease to a lower level of coverage, or
- They could lose their coverage for the remainder of this calendar year.

In order to be eligible for benefits, an employee must have worked a minimum of 780 hours in the previous calendar year. Coverage will be pro-rated based on the percentage of full-time hours worked.

A manual annual measure will only be performed upon the express written request of the employee. The employee can make their request by contacting a Benefit Services Officer by email to

[EBP@3shealth.ca](mailto:EBP@3shealth.ca). To be eligible, the employee must have been on an approved leave of absence on December 31 and must be actively back to work in the next calendar year.

3sHealth Employee Benefits will provide scripting to the Benefit Services Officers to ensure an employee has the necessary information to make an informed decision.

Enclosed is a communication piece that you may post on your internal website in order to share this amendment with your employees.

If you have questions about the plan amendment, please contact Lorne Shiplack at [Lorne.shiplack@3shealth.ca](mailto:Lorne.shiplack@3shealth.ca) or 306.347.5528.

# Benefit eligibility process after an approved leave of absence

Effective January 1, 2022, if eligible, employees returning from an approved leave of absence can request a one-time annual measurement following their return to work.

## What you need to know when you return to work:

- Each January, 3sHealth completes the annual measure for all other-than-full-time employees to determine eligibility for workplace benefits based on hours worked in the previous year.
- If you are on an approved leave of absence on December 31, you will not be measured until the December 31 following your return to work.
- Upon your active return to work, your pre-leave level of coverage is reinstated and remains in place until the next annual measurement.
- The plan will now allow for a one-time manual measurement upon your return to work which will replace the pre-leave reinstated level of coverage.
- The results from a manual measurement are binding and may either positively or negatively impact your coverage. Confirm with your employer how many hours you worked in the previous calendar year.
- You must work a minimum of 780 hours in a calendar year to be eligible for workplace benefits.

**To request a one-time manual annual measurement, call 1-866-278-2301 or send an email to [EBP@3sHealth.ca](mailto:EBP@3sHealth.ca).**

**Scan the QR code to get more information.**

