

February 20, 2024

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

**From: Lorne Shiplack**  
**Director Benefit Services**

**Re: April 30<sup>th</sup> Claims Submission Deadline for Extended Health Care and Dental Claims**  
**Employee Benefit Plans**

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The April 30th claims submission deadline is approaching quickly. Please remind your employees that all extended health care and dental expenses incurred in 2023 must be submitted to Canada Life **before April 30th, 2024.**

Expenses incurred in 2023 that are received after April 30th, 2024 will not be considered for reimbursement.

Please post the attached poster in areas that staff frequent including your internal websites.

If you have questions about the Employee Benefit Plans please call a Benefit Services Officer at 1.866.278.2301 (select option 4) or email us at [ebp@3sHealth.ca](mailto:ebp@3sHealth.ca).



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## **Notice to Plan Members** of the Extended Health Care and Dental Plans 2023 Claims Submission

**Deadline is April 30, 2024**

To be considered for payment, health and/or dental expenses incurred from January 1 to December 31, 2023 must be received by Canada Life or be post-marked **on or before April 30, 2024**.

**My Canada Life at Work** is a fast and easy way to submit your claims before the deadline. Electronic submission will ensure your claim arrives on time and it won't get lost in the mail!

For more information on extended health care and dental benefits, please contact Canada Life toll free at **1.866.408.0213**.

**Please post until April 30, 2024.**