November 7, 2017

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

From: **Alana Shearer-Kleefeld**
Director, Benefits Administration

Re: **Benefits During a Period of Suspension**

To accommodate the administration of benefits for employees during a period of suspension, a new *benefit employee status* code '*6500 (Suspension)*' was created in iHRIS. This new benefit status code does not apply to the payroll status and only impacts benefit eligibility.

Effective November 16, 2017, on a go forward basis, an employee will have benefit coverage during the period of suspension as follows:

- Extended health care and dental coverage will continue for up to 12 months.
- The employee will have the option to elect to continue disability coverage for up to 12 months on a premium paying basis. The election to continue disability coverage must be completed within 31 days of the start of the suspension. If the employee does not elect to continue disability coverage or if the completed form is not received within 31 days from the start of the suspension, you must notify 3sHealth Employee Benefits to terminate coverage effective the first day of the suspension. If the employee refuses coverage from the start of the suspension, when setting up the suspension in iHRIS, select *NO* at the *Continue Disability* question. Coverage will automatically be terminated in iHRIS effective the first day of the suspension.
- Group life insurance must be continued during the period of suspension on a premium paying basis to a maximum of 12 months.
- OOS flexible spending plan, if applicable, will continue until Dec 31 of the year the suspension began.

If you are updating only the benefit status code 6500 (Suspension) leave through the *Benefit Plans tab*:

- Go to the *Benefit Statuses sub-tab*
- Select 6500 (Suspension)

If you are updating both the payroll status and the benefit status through the *Employee Status Wizard*:

- Update the *Payroll Employee Status* field to *unpaid leave.* 6500 (Suspension) is not available for selection in the *Payroll Employee Status* field.
- Update the *Benefit Employee Status* field to 6500 (Suspension).

If you have any questions, please call a 3sHealth Benefit Services Officer at 1.866.278.2301 or email ebp@3shealth.ca.

Bulletin