

July 5, 2017

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

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

**Re:                   Monthly Contribution and Premium Remittances Arrears Policy**

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As a participating employer of the Employee Benefit Plans, you are required to make monthly contribution and premium remittances to the Plans on behalf of your employees. It is the responsibility of the Employee Benefit Plan Board of Trustees to ensure that monies payable to the Plans are received in a timely way. Under the direction of the Board of Trustees, 3sHealth Employee Benefits is introducing a formal policy and process to ensure monthly remittances are received and to ensure timely collection of remittances past due.

Monthly remittances for the current month are due and payable immediately upon the 1<sup>st</sup> day of each month. For example: Remittances for the month of May 2017 are due and payable on May 1<sup>st</sup>, 2017.

Remittances for the current month not received by the last day of each month are past due. For example: Remittances for the month of May 2017 are past due if not received before May 31<sup>st</sup>, 2017.

In the first week of each month, 3sHealth Employee Benefits will send a written request to each participating employer whose remittances are past due. If you have not already done so, your remittance must be completed immediately upon receipt of this letter.

Participating employers whose remittances remain past due will be contacted directly by the Director, Employee Benefits.

A report detailing the monthly payment history of each participating employer will regularly be provided to the Board of Trustees. At their discretion, the Board of Trustees will advise 3sHealth of any actions that must be taken to collect outstanding amounts payable to the Employee Benefit Plans.

If you have questions about the arrears policy, please contact Alana Shearer-Kleefeld, Director, Employee Benefits at 306.347.5599 or [alana.shearer-kleefeld@3shealth.ca](mailto:alana.shearer-kleefeld@3shealth.ca).