

June 7, 2013

To: Participating Employers of the 3sHealth Group Life and Disability Income Plans

From: Bud Anderson
Director, Employee Benefits

Re: Continuing Group Life and Disability Income Plan Coverage while on an Approved Leave of Absence Without Pay

An Employee's **Basic Life Insurance and premiums must continue** during an approved leave of absence without pay up to the maximum lengths for each type of leave (as a condition of Employment). The Employee must make arrangements with their Employer **within 30 days** of the start of the leave to pay the premiums due during the leave.

An Employee's **Disability Income Plan** coverage continues automatically without payment of premiums when an employee is on an approved leave of absence without pay of 30 days or less.

An **Employee's Optional Life, Voluntary Accidental Death and Dismemberment (AD&D), Dependent Life Insurance and Disability Income Plan coverage may continue** during an approved leave of absence without pay up to the maximum lengths of each type of leave as long as:

- the Employee will be returning to work immediately following the leave (if the Employee doesn't return to work on their scheduled return to work date their coverage will terminate immediately),
- the Employee completes the **new Leave of Absence Form Disability Income Plan and Optional Group Life Coverage** and files it with their Employer within 30 days of the start of the leave, and
- the Employee provides the Employer with post-dated cheques covering both the Employee's and the Employer's portion of the premiums that are due **for the entire period of the leave** within 30 days of the start of the leave.

Note: the **new Leave of Absence Form Disability Income Plan and Optional Group Life Coverage** must be fully completed and given to the employer with payment of premiums **within 30 days** of the start of the approved leave of absence without pay in order for the Employee to elect to maintain their Disability coverage as well as their optional, voluntary AD&D and dependent Group Life coverage. Disability and Group Life optional coverage during the 30 day period will continue uninterrupted; however, in order for coverage to continue beyond the 30 days, the Employee needs to file the form and pay the premiums to the Employer **by the 30th day**. ***No exceptions to continue will be accepted after the 30th day.***

Employees who exceed their maximum leave of absence period will have their Basic Life Insurance and Disability Income Plan coverage reinstated upon their return to active work. In order for an Employee to have their optional life insurances reinstated, coverage will be subject to the approval of the Insurer and medical evidence will be required. Voluntary AD&D can be reinstated without medical evidence; however, the Employee must make an election to reinstate this coverage.

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Employers **who do** subscribe to 3sHealth's payroll services will be required to remove the optional life insurances for Employees who: **1)** do not return to active employment immediately following the leave; **2)** who do not elect to continue their Group Life optional coverage within 30 days of the start of the leave; and **3)** who do not pay premiums due for the entire leave.

Employers **who do not** subscribe to 3sHealth's payroll services will be required to advise 3sHealth to remove the optional life insurances for Employees who: **1)** do not return to active employment immediately following the leave; **2)** who do not elect to continue their Group Life optional coverage within 30 days of the start of the leave; and **3)** who do not pay premiums due for the entire leave. A new section has been added to the Leave of Absence Benefit Update Form which should be used by 3sHealth non-payroll Employers to notify 3sHealth Employee Benefits to remove all optional life insurances.

An Employee who elects to continue their optional life insurance for the duration of their leave (up to the maximums outlined in the policy) **must** continue to pay premium for all optional insurances they have in force at the time of their leave of absence (ie: if they have optional life, voluntary AD&D and dependent life, they cannot choose to only continue optional life and cancel the remainder). An Employee **can** elect to continue their optional life insurances for the duration of their leave (up to the maximums outlined in the policy) **without** electing to continue their Disability Income Plan coverage. Likewise, an Employee **can** elect to continue their Disability Income Plan coverage **without** electing to continue their optional life insurances.

3sHealth will request the new *Leave of Absence Form Disability Income Plan and Optional Group Life Coverage* from the Employer should a life, accidental or disability claim be made.

Attached please find the new *Leave of Absence Form Disability Income Plan and Optional Group Life Coverage*. This new form should be used from this point forward.

If you have any questions, please contact me at 306.347.5524 or at bud.anderson@3sHealth.ca.

Attachment