

November 29, 2021

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

**From: Kathryn Sandstra  
Claims Services Manager, Employee Benefits**

**Re: December 2021 Disability Income Plan Benefit Payment Schedule**

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3sHealth Disability Income Plans will process monthly long term disability benefit payments early for the month of December 2021. The payment schedule is as follows:

- Monthly long term disability (LTD) payments for the period December 1 – 31, 2021 will be electronically deposited on Thursday, December 23, 2021.
- Weekly short term disability (bridge) payments for the period December 12 - 18, 2021 will be electronically deposited on Thursday, December 23, 2021.
- Weekly short term disability (bridge) payments for the period of December 19 – 25, 2021 and additional December 2021 long term disability payments will be electronically deposited on Friday, December 31, 2021.
- All overpayment reimbursements must be received by noon on Tuesday, December 28, 2021 in order to reduce 2021 taxable income. Any reimbursement received **after** December 28, 2021 will be considered as reimbursement received in the 2022 calendar year.

In order for disability claims to be considered for payment in 2021, all required information must be received by noon on **Tuesday, December 21, 2021**. This includes all initial application forms, payroll information, medical information, claim closure forms (bridge only) and any other correspondence that could affect the payment of claims, except for integrated earnings. Integrated earnings are to be reported as usual. Any correspondence received after December 21, 2021 will be processed in the 2022 calendar year.

Please be advised that all required information submitted in support of a disability claim is **subject to review and approval** by a claims services adjudicator. Submission of required information does not guarantee approval of payments. While every reasonable effort will be made to ensure that plan members receive their benefit payments, we cannot guarantee that all information submitted prior to the deadline will be reviewed in time for payments to be issued in December 2021.

3sHealth Employee Benefits has created a disability payroll calendar for 2022. This calendar has been created to notify employers of the dates when bridge and long-term disability (LTD) earnings are required and the dates integrated earnings must be submitted.

The enclosed 2022 disability payroll calendar shows:

- Stat holidays
- The date bridge and LTD earnings must be submitted
- The date LTD payroll is paid to the plan member
- The date weekly bridge is paid to the plan member

If you have any questions about this bulletin, please call a 3sHealth Benefit Services Officer at 1.866.278.2301 or email [ebp@3shealth.ca](mailto:ebp@3shealth.ca).

## 2022 DIP PAYROLL

January						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
S	M	T	W	T	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
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24	25	26	27	28	29	30
31						

August						
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21	22	23	24	25	26	27
28	29	30	31			

September						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

 Statutory Holiday

 LTD/Bridge Payroll Paid

 Bridge Payroll Paid

 Submit Bridge Integrated Earnings

 Submit LTD/Bridge Integrated Earnings