

December 2, 2022

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

**From: Michael Chmielewski**  
**Manager, Administration Services, Employee Benefits**

**Re: December 2022 Disability Income Plan Benefit Payment Schedule**

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3sHealth Employee Benefits wanted to make you aware of the schedule for long-term and short-term disability benefit payments during the December holiday period. Long-term disability benefits will be paid one week earlier. The December holidays will not affect the other payments and payments will occur as regularly scheduled.

The payment schedule for December is:

- Monthly long-term disability (LTD) payments for the period December 1 – 31, 2022 will be electronically deposited on **Friday, December 23, 2022** instead of the last Friday of the month. This payment will be electronically deposited.
- Weekly short-term disability (bridge) payments for the period December 12 – 18, 2022 will be electronically deposited on **Friday, December 23, 2022** according to the regular schedule.
- Weekly short-term disability (bridge) payments for the period of December 19 – 25, 2022 and additional December 2022 long-term disability payments will be electronically deposited on **Friday, December 30, 2022** according to the regular schedule.

3sHealth communicated these December dates to plan members alongside the Friday, November 25, 2022 and Friday, December 2, 2022 disability pay statements. 3sHealth will include these dates on all of the weekly pay statements for the rest of December as well.

All overpayment reimbursements must be received by noon on Wednesday, December 28, 2022 in order to reduce 2022 taxable income. Any reimbursement received after December 28, 2022 will be considered as reimbursement received in the 2023 calendar year.

In order for disability claims to be considered for payment in 2022, all required information must be received by noon on **Thursday, December 15, 2022**. This includes all initial application forms, payroll information, medical information, and any other correspondence, which could affect the payment of claims. Any correspondence received after December 21, 2022 will be processed in the 2023 calendar year.



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 payment. 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 payment to be issued in December 2022.

3sHealth Employee Benefits has created a disability payroll calendar for 2023. 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 2023 disability payroll calendar shows:

- Statutory holidays
- Banking stats in lieu
- 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).

*Bulletin*

# 2023

## 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
			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	

April						
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						

May						
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			

June						
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	

July						
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					


August						
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		


September						
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

October						
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				


November						
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		


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						


 Stat Holiday or banking stat in lieu

 LTD/Bridge Payroll Paid

 Bridge Payroll Paid

 Submit Bridge Integrated Earnings

 Submit LTD/Bridge Integrated Earnings

 Banking stat in lieu