

December 14, 2018

To: Benefit Administrators / Human Resource Personnel

From: Jade Lea-Wilson, Manager, Claims Services

**Re: Vacation, Stat and Earned-Time-Off Paid to Employees when they are on
Approved 3sHealth Disability**

With this bulletin, please find our new policy document *50-003-11.02 Vacation Pay, Stat Pay and Earned-Time-Off Pay during a Period of Approved Disability*.

This new policy clarifies our position when an employee who is on an approved 3sHealth disability claim and is paid vacation pay, statutory holiday pay and earned-time-off pay and when it will result in a reduction of the employee's disability benefit payment and when it will not.

The *Disability Income Plan Integrated Earnings Report* form was updated to include space to allow tracking of lump sum payouts. All pay from the employer should be reported to 3sHealth when an employee is on an approved 3sHealth disability claim the week (bridge) or month (LTD) after it was paid.

Please call me at 306-347-1723 with any questions on this policy, or alternatively you can reach Kathryn Sandstra, Claims Specialist, at 306-347-5598.

For general questions relating to 3sHealth Employee Benefits please feel free to contact a 3sHealth Benefit Services Officer by email at ebp@3sHealth.ca or by telephone at 1-866-278-2301.

Jade Lea-Wilson
Manager, Claims Services