

**To: Benefit Administrators / Human Resource Personnel  
3sHealth Benefits Participating Employers**

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

**RE: Benefits Upon Return to Work from a 3sHealth Approved Disability Claim Update**

The intent of this bulletin is to clarify the responsibilities of 3sHealth Employee Benefits and Employers in the administration of *Benefits Upon Return to Work from a 3sHealth Approved Disability Claim*. For additional details please refer to the directive dated January 11, 2016.

3sHealth Employee Benefits will identify employees on an approved 3sHealth disability claim that fall into one of the three scenarios below:

1. ***Claimants who reach their Change of Definition date (2 years 119 days) with an 'Integrated' Rehab status in the DIP System*** - 3sHealth Employee Benefits will confirm with the Disability department that the employee is on an integrated return to work program. Once confirmed, the benefits status in iHRIS will be updated to *Active* effective the change of definition date. The employer will be notified by email of any changes. Note: There are cases when the rehab status shows as 'Integrated' however the claimant is not on an integrated return to work program but is receiving income from another source. In these cases no change will be made to iHRIS.
2. ***Claimants who have passed their Change of Definition Date and their Rehab status in the DIP system changed from 'None' to 'Integrated'*** - 3sHealth Employee Benefits will confirm with the Disability department that the employee is on an integrated return to work program. Once confirmed, the benefits status in iHRIS will be updated to *Active* effective the start date of the return to work program. The employer will be notified by email of any changes. Note: There are cases when the rehab status shows as 'Integrated' however the claimant is not on an integrated return to work program but is receiving income from another source. In these cases no change will be made to iHRIS.
3. ***Claimants who have passed their Change of Definition Date and their Rehab status in the DIP system changed from 'Integrated' to 'None'*** - 3sHealth Employee Benefits will confirm with the Disability department that the Integrated Return to Work program has ended and the claim has not been closed. Once confirmed, the benefits status in iHRIS will be updated to *Disability* effective the end date of the return to work program and the employer will be notified by email of the changes.

Employers are required to identify and administer employees who were on an Approved 3sHealth Disability Claim and have NOT reached their Change of Definition Date (2years 119 days). For example, a Disability claim is closed before the employee has returned to 100% of their full time duties. In this case employers should change the benefit status in iHRIS to *Active* effective the date the Disability claim closed. This will ensure the employee's benefits are not terminated if they have been on the claim for more than a year but less than 2 years 119 days.

If you have any questions, please contact Alana Shearer-Kleefeld by email: [alana.shearer-kleefeld@3shealth.ca](mailto:alana.shearer-kleefeld@3shealth.ca) or by telephone: 306.347.5599