

February 8, 2019

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

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

**Re: 2019 Out-of-Scope (OOS) Flexible Spending Plan – 10% Administration Fee Holiday  
Employee Benefit Plan Trusts**

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At the January 24, 2019 Employee Benefit Plans Board of Trustees meeting, the Trustees approved a 1 year, 10% administration fee holiday for employers participating in the OOS Flexible Spending Plan. The 10% administration fee holiday will apply to the health care spending account (HSA) and the lifestyle spending account (LSA) allocations made from January 1, 2019 to December 31, 2019.

Your quarterly invoice for the OOS Flexible Spending Plan will reflect a 0% administration fee.

The administration fee for the OOS Flexible Spending Plan is reviewed annually by the Employee Benefit Plans Board of Trustees.

If you have any questions about the 10% administration fee holiday for the OOS Flexible Spending Plan, please contact Alana at 306.347.5599 or by email at [alana.shearer-kleefeld@3shealth.ca](mailto:alana.shearer-kleefeld@3shealth.ca).