

December 3, 2019

To: Benefit Administrators / Human Resource Personnel/ Union Partners/ Participating Employers

**From: Sarah Dedman
Support Services Manager, Employee Benefits**

**Re: December 2019 Disability Income Plan Benefit Payment Schedule
Employee Benefit Plans**

3sHealth Employee Benefits will be processing disability benefit payments early for the month of December 2019. The schedule is as follows:

- Monthly long-term disability payments for the period December 1 – 31, 2019 will be electronically deposited on Friday, December 20, 2019.
- Weekly short-term disability (bridge) payments for the period December 15-21, 2019 and additional December 2019 long-term disability payments will be electronically deposited on Friday, December 27, 2019.
- All overpayment reimbursements must be received by noon on Friday, December 27, 2019 in order to reduce 2019 taxable income. Any reimbursement received **after** December 27, 2019 will be considered as reimbursement received in the 2020 calendar year.

In order for disability claims to be considered for payment in 2019, all required information must be received by noon on **Friday, December 20, 2019**. This includes all initial and continuance application forms, payroll information, claim closure forms, and any other correspondence that would affect the payment of claims, except integrated earnings. Integrated earnings should be reported as usual. Any correspondence received after December 20, 2019 will be processed in the 2020 calendar year.

All required information submitted in support of a disability claim is **subject to review and approval** by a disability claims adjudicator. Submission of information does not guarantee the approval of payment. We will make every effort to ensure all payable claims are processed during the holiday season. However, due to time constraints, we are not able to guarantee that all information submitted prior to the deadline will be reviewed in time for payment to be issued in December 2019.

If you have any questions regarding this bulletin, please contact Sarah Dedman at sarah.dedman@3shealth.ca or 306.347.5553.