

July 4, 2013

**To: Participating Employers of the 3sHealth Group Life and Disability Income Plans**

**From: Bud Anderson  
Director, Employee Benefits**

**Re: Follow-Up Directive: Continuing Group Life and Disability Income Plan Coverage while on an Approved Leave of Absence Without Pay**

A change has been made to the Disability Income Plan and Optional Group Life Coverage Leave of Absence Form.

The Directive, dated June 7, 2013, and the accompanying leave of absence form outlined that the Employee must provide the Employer with post-dated cheques covering both the Employee's and the Employer's portion of the premiums that are due for the entire period of the leave of absence. We have updated the form to indicate that it is the Employee's responsibility to ensure that all premiums are paid to their Employer in order to cover all premiums due during the period of their leave of absence.

This change has been made as we recognize that different Employers may collect premiums differently from Employees who are going on an unpaid leave of absence. Some Employers collect all premiums up front or place in arrears while others may have a process to collect post-dated cheques.

Attached please find the new *Leave of Absence Form Disability Income Plan and Optional Group Life Coverage* form. This new form should be used from this point forward. However if your Employees completed the previous form, it will still be accepted.

If you have any questions, please contact me at 306-347-5524 or at [bud.anderson@3sHealth.ca](mailto:bud.anderson@3sHealth.ca).