

February 14th, 2017

To: Benefit Administrators / Human Resource Personnel

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

Re: Employees on Leave and Active at a Second Position

For 'benefit purposes' an employee cannot be on an unpaid leave of absence (LOA) and working at the same time when an employee is co-employed either provincially or with the same employer. The employee must either be active or on an unpaid LOA, benefit eligibility and enrolment will then be applied accordingly. The 3sHealth Group Life Insurance Plan (3sHealth GL) and 3sHealth Disability Income Plan (3sHealth DIP) claims assessment are based on the active position; therefore premiums should be collected at the active position only.

The following identifies different scenario's where the employee may be actively at work at one position and on an unpaid LOA at another position either at the same employer or different employer same affiliation. We have outlined the impact to the 3sHealth DIP, 3sHealth GL, 3sHealth Extended Health Care and Dental Plans for the different situations identified. ***This benefits bulletin does not apply to SHEPP, non 3sHealth benefit plans or non SHEPP pension plans.***

Scenario 1:

Employee is on an unpaid LOA in one position while working in another position at the same employer (two different employee numbers at different union affiliations). This commonly occurs in situations where the employee takes a leave to work in a different affiliated position temporarily.

Example: SUN employee on a LOA and is active at an OOS position

Scenario 2:

Employee is on an unpaid LOA with one employer while working in another position at a different employer, same affiliation. This commonly occurs when the employee takes a leave at one employer to work at a different employer in a same affiliated position.

Example: SUN employee at Employer A on a LOA and is active at a SUN position at Employer B

Scenario 3:

Employee is on an unpaid LOA with one employer while working in another position at a different employer, different affiliation. This commonly occurs when the employee takes a leave at one employer to work at a different employer in a different affiliated position.

Example: CUPE employee at Employer A on a LOA and is active at an OOS position at Employer B

3sHealth Employee Benefits will identify these scenarios and make the applicable changes to iHRIS. Please note employers will be notified by email of any changes made.

- 3sHealth Employee Benefits will expire the 3sHealth DIP and 3sHealth GL plans effective the start of the leave at the on leave position. The eligibility reason will be *exceeds maximum LOA*. This process will not affect the current eligibility reason of *expired eligibility – status change* which is used when the employee opts out of the 3sHealth DIP through the Employee Status Wizard.
- 3sHealth Employee Benefits will transfer any optional Group Life Insurance coverage to their active position.
- 3sHealth GL and 3sHealth DIP premiums will be collected at the active position only.
- The employee should not have the option to continue 3sHealth DIP and 3sHealth Group Life optional coverage at their on leave position. At the time of the leave the employer may not know that the employee is active at a different employer and already notified the employee of their option to continue. Any premiums collected for the on leave position should be reimbursed to the employee.
- 3sHealth Employee Benefits will send a letter to the employee notifying them of the changes and that any premiums paid in advance to the on leave employer will be refunded by the on leave employer.
- For employees on an approved 3sHealth Disability Claim including an approved waiver, 3sHealth Employee Benefits will not expire 3sHealth DIP or 3sHealth GL. The optional Group Life coverage should not be transferred.
- In cases where the employee meets the provincial co-employment rule or has two positions at the same employer, the LOA counters will not be set for the 3sHealth Extended Health Care and Dental Plans.
- If the employee returns to active status at the on leave position, expired benefit plans will be re-enrolled.
- 3sHealth Employee Benefits will identify employees who terminate at the active position and advise the employee and the employer of any action that is required.

In cases where the employee is not enrolled into one or more of the 3sHealth Plans at the active position but is enrolled at the on leave position the following will occur:

- If the employee is not enrolled in 3sHealth DIP or the 3sHealth GL at the active position the coverage will be maintained at the on leave position. The employee should be given the option to continue the 3sHealth DIP coverage. Premiums should be collected for 3sHealth DIP and 3sHealth GL by the on leave position employer.

An exception to the above is when an employee is on a leave and has agreed to work casually at a second position at the same employer (different employee numbers).

Example: OOS employee on an education or maternity leave and is working in an SUN position casually
In this situation the employee should be classified as on a leave at both positions. If the employee is left active at the casual position they will be measured at the annual measure based on the casual hours worked. This could result in the employee losing or having reduced benefit coverage.

- The employer is required to set the *benefit employee status* to reflect the leave status at both positions using the same effective date. LOA counters will be set at both positions and coverage will continue according to maximum leave rules.
- For 3sHealth payroll purposes the *payroll employee status* should continue to reflect active at the casual position.
- The employer should give the employee the option to opt out of 3sHealth DIP and to continue 3sHealth GL optional coverage, at the start of the on leave position at both positions.
- Any casual hours worked will not be included in the 26 week or annual measurements.

For any questions please feel free to contact a 3sHealth Benefit Services Officer at any time by email at ebp@3sHealth.ca. You may also contact a 3sHealth Benefit Services Officer by telephone at 1-866-278-2301.