

October 23, 2020

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

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

**Re: NEW! Amended Policy to Grant an Exception to Waive the 26 Week Waiting Period for Key Out-of-Scope Employees**

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3sHealth Employee Benefits receives requests from employers to waive the 26 week waiting period for enrolment in the Core Dental, Extended Health Care and Enhanced Dental, and the Out-of-Scope Flexible Spending Plan when hiring key out-of-scope employees. The request to waive the waiting period is sometimes used as an incentive for recruiting employees into key leadership positions.

Previously, the Employee Benefit Plans' policy was to grant an exception to waive the waiting period for CEO's or Vice Presidents only upon the written request of the hiring employer.

At the October 8, 2020 Employee Benefit Plans Board of Trustees meeting an amendment to this policy was approved. Upon written request by the hiring employer, 3sHealth Employee Benefits may grant an exception to waive the 26 week waiting period for key Out-of-Scope employees including: CEO, Vice President, Executive Director, Director, or other comparable role as defined by the employer.

Requests to waive the waiting period must be submitted in writing by the employer prior to the offer of employment being extended to the potential employee and approved by either the Benefit Services Manager, Employee Benefits or the Director, Employee Benefits.

If you have any questions about this bulletin, please call a 3sHealth Benefit Services Officer at 1.866.278.2301 or email [ebp@3shealth.ca](mailto:ebp@3shealth.ca).