

October 31, 2016

CHANGES TO THE LONG TERM DISABILITY PLAN UNDER ABORIGINAL SERVICES, COMMUNITY LIVING SERVICES AND GENERAL SERVICES COLLECTIVE AGREEMENTS

Due to a change of language in the above collective agreements, CSSEA has recently advised that on a go-forward basis employees covered by the Community Social Services Provincial collective agreements may elect to use sick leave credits to top off LTD benefits. Previously, employees applying for LTD benefits could only elect Options #1 or #2 below.

Employees applying for LTD benefits will now have the following 3 options:

1. Continue to use full sick leave credits beyond the end of the LTD qualification period;
2. Use sick leave credits to top off LTD;
3. Bank sick leave credits for future use.

The CSSEA Provincial LTD Claim Package has been updated and a Sick Leave Credits Report Form has been added (copy attached). The LTD Claim Package including this form is available on the HBT website: <https://www.hbt.ca/News-and-Resources/Pages/AllFormsGuidesManuals.aspx> - under **Community Social Services Employers' Association (CSSEA) Member Organizations, CSSEA Provincial LTD Claim Package**.

If an employee has unused sick leave credits at the end of the qualification period, have the employee elect a sick leave option. The completed form is to be submitted to GWL when the LTD claim is submitted. For further information, please refer to Appendix 3 and Appendix 4 of HBT's Administration Guide at <http://www.pac.bluecross.ca/collat/client/hbt/HBTAdminGuide.pdf> and the Long Term Disability (LTD) Claim Checklist in the LTD claim package at the above link.

Questions?

Please ensure that this communication is distributed to the appropriate people within your organization.

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