

TO THE EMPLOYER:

For Claimants disabled on or after April 1, 2004 under the:

- Aboriginal Services Collective Agreement
- Community Living Services Collective Agreement
- General Services Collective Agreement

Under the collective agreements, full-time employees may work “additional hours”.

If you are submitting an LTD claim for a full-time employee who has worked additional hours in the 12 months prior to the date of disability:

1. Complete a “Calculation of Part-Time Earnings” form (contained in this claim package) in order to determine his/her earnings on which the LTD benefit is to be calculated.

Follow the directions on the form as if the employee was part-time. On line (B), report all regular hours worked plus all additional hours worked in the prior 12 month period.

Complete all other applicable sections of the form.

Note: The amount in (G) should be equal to or greater than the employee’s regular full-time rate of pay.

2. Add an explanatory note to Great-West Life, in your claim submission to say that you have completed a “Calculation of Part-Time Earnings” form on the claim because the full-time employee worked additional hours in the prior 12 months.