



CLAIM FOR LONG TERM DISABILITY BENEFITS *TO BE COMPLETED BY THE EMPLOYER*

SICK LEAVE CREDITS REPORT FORM

Employee _____ Benefits Identification Number _____

BACKGROUND INFORMATION

Refer to the "Qualification Period" section in the Long Term Disability provisions under "Information Appendix A" of the applicable Collective Agreements. This section states that employees who still have unused sick leave credits after the LTD qualification period shall have the option of:

1. exhausting all sick leave credits before receiving the long-term disability benefit;
2. using sick leave credits to top off the long-term disability benefit; or
3. banking the unused sick leave credits for future use.

It is important that you advise Great-West Life as to which option the employee has chosen. Although it will not affect the LTD qualification date, it will affect the commencement date of the LTD benefit payments if the employee elects Option #1.

INSTRUCTIONS TO THE EMPLOYER – Complete the following if the employee still has unused sick leave credits after the LTD qualification period.

Aboriginal, Community Living Services & General Services Agreements

The employee chooses to:

Option #1: Continue to use full sick leave credits beyond the end of the LTD qualification period; the employee will exhaust all sick leave credits as of _____/_____/_____ (DD/MM/YY)

Option #2: Use sick leave credits to top off LTD benefits

Option #3: Bank all remaining sick leave credits for future use

Signed by the employee: _____
 Signed by the employer: _____
 Organization name: _____

Date: _____
 Name: _____
 Phone #: _____