

CLAIM FOR LONG TERM DISABILITY BENEFITS SICK LEAVE CREDITS REPORT FORM	TO BE COMPLETED BY THE EMPLOYER
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Employee _____ Benefits Identification Number _____

BACKGROUND INFORMATION

Refer to the "Waiting Period and Benefits" section in the Long Term Disability provisions of the applicable Collective Agreement. 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 (*this option is not available to claimants under HSP or Nurses Agreements*);
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.

Community & Facilities Agreements The employee chooses to:	HSP & Nurses Agreements The employee chooses to:
<input type="checkbox"/> 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 #1: Not available.
<input type="checkbox"/> Option #2: Use sick leave credits to top off LTD benefits	<input type="checkbox"/> Option #2: Use sick leave credits to top off LTD benefits
<input type="checkbox"/> Option #3: Bank all remaining sick leave credits for future use	<input type="checkbox"/> Option #3: Bank all remaining sick leave credits for future use

Signed by the employee: _____

Date: _____

Signed by the employer: _____

Name: _____

Organization name: _____

Phone #: _____