

CLAIM FOR LONG TERM DISABILITY BENEFITS SICK LEAVE CREDITS REPORT FORM

**TO BE COMPLETED
BY THE EMPLOYER**

Name of Employee _____ HBT Benefits ID No. (BID) _____

BACKGROUND INFORMATION

Refer to the "Qualification Period" section in the Long Term Disability provisions under "Information Appendix A" of the applicable Collective Agreement, which 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 (LTD) benefit;
2. using sick leave credits to top off the LTD benefit; or
3. banking the unused sick leave credits for future use.

It is important that you advise Canada 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.

Indigenous, Community Living & General Services 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 <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> (DD/MM/YY)				
<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				

Signed by the employee: _____

Date: _____

Signed by the employer: _____

Name: _____

Organization name: _____

Phone #: _____