

February 4, 2026

## **Facilities Bargaining Association (FBA) - Wage Increases Retroactive to April 1, 2025**

This communication outlines the reporting requirements related to the **retroactive wage increases** for employees represented by the **Facilities Bargaining Association (FBA)**, specifically for employees currently receiving **Long Term Disability (LTD) benefits**.

As a result, LTD benefit calculations and earnings reporting may need to be updated for certain employees.

### **Employees on Long Term Disability**

Employees disabled on or after April 1, 2025:

LTD benefits for employees who became disable on or after **April 1, 2025**, may be affected if **the pre-disability earnings** reported at the time of the claim have changed due to a retroactive wage adjustment.

Canada Life will provide employers with a listing of impacted employees. If applicable, this list will be issued by **March 1, 2026**.

### **Required Review and Updates**

- Review the **Employer's Statement** and/or **Calculation of Part-Time Earnings** form(s) previously submitted.
- If pre-disability earnings have changed, update the information on the listing provided by Canada Life.
- A revised Employer's Statement is not required unless additional material is needed beyond pre-disability earnings.
- A revised Calculation of Part-Time Earnings form is required for all part-time employees.

### **Submission Deadline**

The completed listing (and any relevant attachments) must be submitted by **March 31, 2026**.

Send to Andy Mak (Andy.Mak@canadalife.com) (Please copy your Team Manager).

### **Employees working Rehabilitation Employment**

Employees participating in **Rehabilitation Employment**, who were being paid by the employer for hours worked, may be affected if they receive a retroactive wage adjustment.

Canada Life is unable to identify these employees and will rely on employers who is impacted.

## Required Review and Updates

- Review the **Monthly Earnings Report (MER)** While on LTD form previously submitted.
- If the employer reported rate of pay has changed, a revised MER, must be submitted by **March 31, 2026**.
- The Current Rate of Pay (CROP) must also be updated for all affected individuals.

Refer to the attached document, "*Earnings Update to Canada Life*" for detailed MER reporting instructions.

## Employees Under Any Occupation Assessment

Employees currently being assessed under the **Any** Occupation definition may also be affected by the retroactive wage adjustment.

## Required Update

Provide the updated **Current Rate of Pay** to Canada Life by **March 31, 2026**.

## Earnings/Contributions Reporting

Retroactive wage adjustments must be reflected in the monthly earnings and reporting.

Employers must include retroactive wages increases in **Straight Time Payroll (STP)** when reporting through **CERS**, effective **April 1, 2025**.

***Please forward this document to all departments within your organizations that may require and rely on this information.***

## Questions

If you have any questions, please contact Canada Life, HBT Benefits Team or HBT Finance Team:

### **Canada Life**

Andy Mak, Team Manager  
Disability Claims Administration & Payments  
Phone: 604-646-1264  
Email: [Andy.Mak@canadalife.com](mailto:Andy.Mak@canadalife.com)

Melinda Han, Team Manager  
Disability Claims Administration & Payments  
Phone: 604-455-2745  
Email: [Melinda.Han@canadalife.com](mailto:Melinda.Han@canadalife.com)

### **Benefits Team**

If you have any questions, please contact your Benefits Administrator or the Benefits Team at [BenefitsTeam@hbt.ca](mailto:BenefitsTeam@hbt.ca) or 604-736-2087; Toll-free at 1-888-736-2087

### **Finance Team**

Contributions Reporting: [CERS@hbt.ca](mailto:CERS@hbt.ca) or 604-678-8518

## Instructions

### NEW Claims

The list consists of all employees that went on LTD with a date of disability on or after April 1, 2025. Please provide the revised monthly earnings, PT calc (if applicable) and revised MER on the Existing Claims with Rehab Earn tab (if applicable).

Part-time Calc <https://hbt.ca/wp-content/uploads/2025/11/Calculation-of-Part-Time-Earnings-Healthcare.xlsx>

Part-time Calc (DocuSign v <https://ca.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=5a07643d-a876-43cc-ac31-f702a04a8275&env=ca&acct=abc00cb4-fd5f-471c-a2f9-09850fd8e4ce&v=2%20target=>

### Existing Claims with Rehab Earn

Only for EEs that have MER(s) on or after April 1, 2025. Please provide revised MER(s) broken down by calendar month from April 1, 2025 to the period your payroll system was updated with the new salary grid. **No need to complete MER form with revised earnings.**

## Sample

### NEW Claims

Portfolio ID	Group Policy	Division Number	Benefit Class ID	Employee ID	Employee Last Name	Employee First Name	Claim Status	Disability Date	Pre-Disability Earnings previously reported	Employment Basis	REVISED EARNINGS (MONTHLY HRS X NEW RATE)	DATE ON WHICH EARNINGS BECAME EFFECTIVE (must not be later than last day worked)	REVISED PART-TIME CALC ATTACHED?	DOES EE HAVE MER SINCE APRIL 1, 2023?	NOTES
123456789	12345	100	1	E000000000	Smith	John	Accepted	April 4, 2025	\$ 3,500.00	Full-Time	\$ 3,649.05	April 1, 2025	No	No	

### Existing Claims with Rehab Earn

Employee ID	Employee Last Name	Employee First Name	LTD REHAB START DATE	Total Hrs Worked in the Month	Notes	Month	Current Rate of Pay (Monthly/Hourly)	Effective Date of Current Rate of Pay	Reported Base Rate	New Rate	Reported Amount	Revised Amount	
E081234567	Smith	John	2025-06-06	44.00	EXAMPLE	Jun-25	\$ 4,600.00	April 1, 2025	\$ 26.11	\$ 26.88	\$ 3,381.25	\$ 3,466.53	