

Option to Continue Employee Benefits While on Employment Standards Act Leave of Absence Without Pay

INSTRUCTIONS:

- To maintain Optional Insurance coverage while on any of the eligible Employment Standards Act leaves, you must apply by completing this form and paying the required premiums in advance.
- Send completed form to the Benefits Service Centre via:
AskMyHR Online Service Request: www.gov.bc.ca/myhr/contact - Select My Team/Organization > Benefits > Submit a Health Benefit Form/Application
Fax: 604-320-4031
Mail: Block E, 2261 Keating Cross Rd. Saanichton BC V8M 2A5
- Please retain a copy for your records
- A list of eligible leaves can be found on MyHR at www2.gov.bc.ca/gov/content/careers-myhr/all-employees/pay-benefits/benefits/benefits-leave
- For more information or forms, please visit MyHR at www.gov.bc.ca/MyHR or call (toll free) 1 877-277-0772 or in Victoria or Vancouver 250-952-6000

Freedom of Information and Protection of Privacy Act (FOIPPA) This information is collected by the British Columbia Public Service under s. 26(c) of FOIPPA. Any questions about the collection and the use of this information can be directed to an HR Service Representative at the BC Public Service Agency by submitting a request to AskMyHR and selecting My Team/Organization > Employee & Labour Relations > Other Issues & Inquiries, phoning: 1-877-277-0772 or writing to: Manager, Contact Centre Operations, BC Public Service Agency, 810 Blanshard Street, Victoria, BC V8W 2H2.

EMPLOYEE INFORMATION

LAST NAME		FIRST NAME		EMPLOYEE ID	
MINISTRY		CANADA LIFE ID		DEPT ID (MIN - PAYLIST)	
EMPLOYEE CLASS <small>NOTE: Use the arrow keys to move between the choices and make your selection (or click on your selection).</small>				APPOINTMENT STATUS	
BCGEU	PEA	NURSES	OIC	REGULAR	FULL TIME
EXCL MGR	SCHEDULE A	SAL PHYSICIANS	OTHER:	AUXILIARY (with Benefits)	PART TIME
HOME ADDRESS		CITY, PROVINCE		POSTAL CODE	PHONE NUMBER (10 digits)

REASON FOR APPLICATION

ESA LEAVE OF ABSENCE WITHOUT PAY	TYPE OF LEAVE: (e.g. compassionate care leave)	START DATE (yyyy-mm-dd)	END DATE (yyyy-mm-dd)
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OPTION TO CONTINUE EMPLOYEE BENEFITS

- During an approved leave of absence without pay of ONE CALENDAR MONTH OR MORE for leaves included in Part 6 of the Employment Standards Act, an employee may choose to maintain coverage for any of the Optional Life Insurance plans for which they had coverage prior to the leave. Application for continuation of coverage during Maternity and Parental Leaves are only required when the employee waives, is not eligible or has deferred top-up allowance or does not receive top-up allowance for a calendar month.
- If you do not maintain any of the Optional Life Insurance plans you had prior to your leave, they will be considered waived and you will need to re-qualify (e.g. provide evidence of insurability).
- Employees are responsible for the full premium cost for any benefits they choose to continue.
- Full payment or monthly post-dated cheques must be received within 30 days of commencement of the leave in order to process this application.
- If payment is not received within 30 days of commencement of leave, there is no further option to continue coverage.
- DO NOT SEND PAYMENT UNTIL BILLED.**

BENEFITS SELECTION Choose the insurance coverage you wish to continue

MAINTAIN COVERAGE?		MAINTAIN COVERAGE?	
YES	NO	YES	NO
OPTIONAL FAMILY FUNERAL BENEFIT		OPTIONAL EMPLOYEE AD&D INSURANCE	
OPTIONAL EMPLOYEE LIFE INSURANCE		OPTIONAL SPOUSE AD&D INSURANCE	
OPTIONAL SPOUSE LIFE INSURANCE		OPTIONAL CHILD AD&D INSURANCE	
OPTIONAL CHILD LIFE INSURANCE			

IMPORTANT NOTES

RE-ENROLMENT FOR BENEFITS COVERAGE UPON RETURN TO WORK

If your benefits were not maintained or you did not pay the premiums to maintain your benefits, you are responsible for reinstating your benefits coverage upon returning to work from an approved leave of absence. Please visit the Benefits while on leave or layoff page (link below) under the section called "Re-enrolment for benefits coverage upon return to work," for instructions on how to reinstate your benefits. Refer to the heading that applies to your situation. Your benefits plans will be reinstated on the appropriate date pending the required notification or receipt of your application, and in accordance with applicable benefits policy.

Link: <https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/pay-benefits/benefits/benefits-leave>

PUBLIC SERVICE PENSION PLAN

A period of absence without salary does NOT count as pensionable service under the provisions of the Public Service Pension Plan. Upon return to work, you may be able to purchase this service and pay the cost directly to the BC Pension Corporation. For more information, please visit the Purchase of Service page on MyHR at www2.gov.bc.ca/gov/content/careers-myhr/all-employees/pay-benefits/benefits/pension/purchase-service.

AUTHORIZATION

SIGNATURE	DATE SIGNED yyyy-mm-dd
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Retain a copy for your records.