



Where ideas work

Option to Continue Employee Benefits While on a Leave Without Pay to Volunteer for CUSO Projects

INSTRUCTIONS:

- To maintain Employee Basic Life Insurance and Optional Life Insurance coverage while on this leave without pay, you must apply by completing this form and paying the required premiums in advance.
- Send completed forms 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 Road, Saanichton BC V8M 2A5
- Please retain a copy for your records
- Additional information and forms are available online at: www.gov.bc.ca/myhr or call the Benefits Service Centre toll-free at 1 877 277-0772 or in Vancouver or Victoria at 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	MIDDLE INITIAL	EMPLOYEE ID	DEPT ID
				-

MINISTRY NAME

EMPLOYEE CLASS

- BCGEU PEA NURSES OIC
 MGMT. EXCL. SCHEDULE A SAL. PHYSICIANS OTHER:

APPOINTMENT STATUS

- REGULAR FULL TIME
 AUXILIARY (With Benefits) PART TIME

HOME ADDRESS

CITY/PROVINCE	POSTAL CODE	TELEPHONE NO. ()
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PERIOD OF LEAVE OF ABSENCE WITHOUT PAY	FROM YYYY / MM / DD	TO YYYY / MM / DD
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CONTINUATION OF BENEFIT PLANS

The following benefit plans will continue to be paid on your behalf by the employer based on the same employer/employee contribution rates as when you were employed.

- Extended Health and Dental Plan** – Employer pays 100% of the premium, except under the Flexible Benefits Program, where the employer will pay up to the fully funded options, and you will be billed for the difference if you've chose higher options. This is a non-taxable benefit.
- Long Term Disability** – Employer pays 100% of the premium.
- Employee Basic Life Insurance** – The cost of this benefit is paid by both the employee and the employer. You may choose to continue your coverage and be billed for your portion of the cost.

Do you wish to continue your employee basic life insurance coverage? **Yes** **No**

- Optional Life Insurance** - Employee pays 100% of the premium. You may choose to maintain your coverage. Full payment or monthly post-dated cheques must be received within 30 days of start of the leave. If you do not maintain any of the Optional Life Insurance plans you had in place prior to the start of the leave, they will be considered waived and you will need to re-qualify (e.g. provide evidence of insurability). If coverage has not been maintained, you can re-apply during the annual open enrolment period, upon an eligible life event or upon return to work if in a different plan year then you were previously covered.

Do you wish to continue your Optional Family Funeral Benefit? **Yes** **No**

Do you wish to continue your Optional Employee Group Life Insurance? **Yes** **No**

Do you wish to continue your Optional Spouse Group Life Insurance? **Yes** **No**

Do you wish to continue your Optional Child Group Life Insurance? **Yes** **No**

Do you wish to continue your Optional Employee AD&D Insurance? **Yes** **No**

Do you wish to continue your Optional Spouse AD&D Insurance? **Yes** **No**

Do you wish to continue your Optional Child AD&D Insurance? **Yes** **No**

- Pension** – 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 apply to purchase this service and pay the cost directly to the BC Pension Corporation. The employer will reimburse the employer portion of the cost upon proof of payment 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.

- Health and Well-Being Services** - Employer will continue to provide this assistance to your family if they remain in BC.

EMPLOYEE CERTIFICATION

- I understand I must return to work in the BC Public Service for one year for each year I am on a leave without pay to volunteer for the CUSO projects.
- I agree that if I fail to return to work and remain in the employ of the employer for the period equivalent to my leave, I owe the employer the cost of the benefits continued on my behalf on a pro-rated basis.
- I authorize the full recovery of any employer paid benefits amounts owed by me including the cost of recovery from any source.

EMPLOYEE SIGNATURE

DATE SIGNED
YYYY / MM / DD

X