



Where ideas work

OPTION TO CONTINUE EMPLOYEE BENEFITS WHILE ON A LEAVE WITHOUT PAY TO VOLUNTEER FOR CUSO PROJECTS

INSTRUCTIONS:

- Complete this form and fax, mail or email (AskMyHR Online Service Request) to the **Benefits Service Centre** at:
Fax: 604-320-4031 **Email:** www.gov.bc.ca/myhr/contact
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) – The personal information requested on this form is collected for the purpose of administering the *Public Service Benefit Plan Act* and is in accordance with the *FOIPPA* Section 26(c). Questions about the use and collection of this information can be directed to the Privacy Officer at 250 544-5594, or toll-free at 1 877 277-0772, Telus Sourcing Solutions, Block E, 2261 Keating Cross Road, Saanichton BC V8M 2A5.

PLEASE TYPE OR PRINT CLEARLY

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.

()

PERIOD OF LEAVE OF ABSENCE WITHOUT PAY

FROM YYYY / MM / DD

TO YYYY / MM / DD

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.

- **Medical Services Plan** – Employer pays 100% of the premium. This benefit is a taxable benefit and you will receive a T4 indicating this amount.
- **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.
- **Group 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 group life insurance coverage? **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.
- **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