

February 11, 2021

To: Benefit Administrators / Human Resource Personnel

From: Kathryn Sandstra
Claims Services Manager, Employee Benefits

Re: Procedure for Setting the Benefits Status When a HSAS Disability Application is Denied

On August 20, 2020, the HSAS Collective Bargaining Agreement (CBA) was ratified. New language was added to allow employees access to sick leave beyond the one hundred nineteenth-calendar day (119th) when applying for long-term disability benefits.

When a HSAS employee's disability application is denied, to ensure the benefits record is updated accurately, 3sHealth Employee Benefits has implemented the following processes to support the new provisions in the HSAS CBA:

- 3sHealth Employee Benefits will email the employer to advise of the denial with the status reason and the date that the disability enrolment record is expired.
- 3sHealth Employee Benefits will confirm with the employer if the employee has any additional sick leave benefits available to be paid beyond the 119th calendar day. If yes, the employer will advise 3sHealth Employee Benefits if the employee is eligible to receive sick leave benefits beyond the 119th day and the estimated date the sick leave benefits will expire.
- 3sHealth Employee Benefits will maintain a spreadsheet of HSAS employees who have been denied disability benefits.
- On a weekly basis, the spreadsheet will be monitored to ensure the employee records are updated accurately.
- The spreadsheet will be reviewed to determine:
 - If the employee has returned to work then 3sHealth Employee Benefits will ensure the enrolment for disability is reinstated.
 - If the employee has not returned to work and is on a leave of absence (LOA), 3sHealth will ensure that all of the benefit counters are set from the start of the LOA.
- If the employee has not returned to work after the expiration of sick leave benefits, the employer must update the benefits status in iHRIS to unpaid illness (status 6030).

When the employee is able to return to work, the employer will update the benefits status in iHRIS to active. These processes will ensure that HSAS employee benefits records are updated accurately and consistently.

Employer Responsibility:

- Send the completed Employer Initial Application Form to 3sHealth Employee Benefits by email at ebp@3shealth.ca on or before day 89 of the 119 calendar day qualifying period.
- Indicate if the employee has sick leave credits available beyond the 119th calendar day. If no, provide the date last paid as the day the sick leave credits are exhausted.
- If the employee has sick leave credits available beyond the 119th day, indicate the estimated date the sick leave credits will be exhausted.
- If the employee has not returned to work after the expiration of sick leave benefits, update the benefits status in iHRIS to unpaid illness status (6030).
- Update the benefits status in iHRIS to active when the employee returns to work.

Employee Responsibility:

- Submit an application for disability benefits to 3sHealth Employee Benefits within the 119 qualifying period.

3sHealth Responsibility:

- Email the employer to advise of the denial of the claim, the status reason, and the date the disability enrolment record is expired.
- Confirm with the employer if the employee has sick leave credits beyond the 119th calendar day and the estimated date the sick leave benefits will be exhausted.
- Maintain and monitor a list of HSAS employees who have been denied disability benefits to ensure their benefit eligibility is maintained accurately.

If you have additional questions about this bulletin, please contact Kathryn Sandstra at 306.347.5598 or Lorne Shiplack at 306.347.5528