

May 2, 2018

**To: Benefit Administrators / Human Resource Personnel**

**From: Jade Lea-Wilson  
Manager, Employee Benefits**

**Re: Monthly Remittance for Employees on a Leave of Absence**

Both the employer and employee portion of premiums and contributions must be collected and remitted monthly. This rule applies to all employees enrolled in the benefit plans including employees on a leave of absence.

Typically when an employee goes on a leave of absence they are responsible to pay both the employee and employer portion of the group life insurance premium and the disability income plan contribution. Best practice is to collect premiums and contributions from employees prior to the start of a leave of absence. If you are unable to collect the employee premiums and contributions, it is still the employer's responsibility to remit the full amount each month.

If you have any questions regarding this bulletin, please contact me at [jade.lea-wilson@3shealth.ca](mailto:jade.lea-wilson@3shealth.ca) or 306-347-1723.