

May 22, 2018

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

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

**Re: Benefit Plans Layoff Policy Change**

When an employee is laid off, enrolment into the employee benefit plans will end effective the last day of work before the layoff began. Plan members cannot elect to continue coverage during a layoff. Group life coverage can be converted to an individual policy with Great-West Life within 31 days of the layoff.

Effective May 1, 2018 if the employee is rehired by either the same employer or the same union affiliation (excludes out-of-scope) within 364 days of the layoff, then their pre-layoff benefits will be reinstated. Benefits are effective the date the employee is actively at work doing their job. **There is no coverage for the period between the layoff and the reinstatement.** Previously only the extended health care and dental benefits were reinstated for employees who rehired within 364 days of their layoff.

The table below shows which benefit plans the employee is eligible for at rehire based on employee type. *Note: enrolment into the benefit plans is subject to eligibility rules for each specific plan.*

	DISABILITY	GROUP LIFE <sup>2</sup>	CORE DENTAL	EXTENDED HEALTH CARE & ENHANCED DENTAL	OUT-OF-SCOPE FLEXIBLE SPENDING PLAN <sup>3</sup>
PFT	✓	✓	✓	✓	✓
PPT <sup>4</sup>	✓	✓	✓	✓	✓
PCAS <sup>4</sup>	✓	✓	✓	✓	✓
TEMP <sup>4</sup>	✗ <sup>1</sup>	✓	✓	✓	✓

<sup>1</sup> The only temporary employees enrolled into disability at rehire are SUN employees.

<sup>2</sup> Any optional group life coverage the employee had at the time of termination will be reinstated.

<sup>3</sup> The previous out-of-scope flexible spending plan credit allocation and amount will be carried over to the new position if the rehire occurs within 30 days. If the employee is not rehired in the same calendar year, they will need to be re-enrolled and receive a new pro-rated amount.

<sup>4</sup> Employees are not measured at annual until December 31st of the year following their rehire.

## Examples

*Example 1.* An employee enrolled in disability and group life was laid off. The employee is rehired in a permanent casual position. Disability and group life will be reinstated on the date of rehire. The employee will be measured for extended health care and dental after being actively at work for 26 weeks.

*Example 2.* An employee enrolled in disability, group life, extended health care and dental was laid off. The employee is rehired as a temporary employee in an affiliation other than SUN. Group life, extended health care and dental will be reinstated on the date of rehire. The employee is not be eligible for disability because they are a temporary employee.

## 3sHealth Employee Benefits Responsibilities:

At the time of layoff:

- No action required. iHRIS automatically expires benefit plans.

At the time of rehire:

- Identify employees through a weekly query.
- Manually generate benefit enrolments.
- Email the employer to notify when enrolment records are created.
- Update iHRIS - the goal is to have this benefits rule change in iHRIS the fall of 2018.

## Employer Responsibilities:

At the time of layoff:

- For employers who use iHRIS, terminate the employee using status 8000 (laid off).
- Advise the employee that benefits are terminated effective the last day of work prior to the layoff.
- Provide the employee with the group life conversion package.

At the time of rehire:

- Advise the employee of benefit coverage on their date of rehire.
- Provide the employee with the *enrolment information form* to ensure their dependent and beneficiary information is up to date. If the employee elects to add or increase to their optional coverage, they need to complete the *evidence of insurability form*. Application is subject to the approval of the insurer.
- If the employee needs to be re-enrolled into the flexible spending plan, provide the *OOS flexible spending plan account selection form*.

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.