

Bridging Benefit Information

1. Claims Process:

1. Complete questions in Part 2; date and sign form.
2. Have your Attending Physician complete all questions on Part 3 (back page); please ensure that you also sign and date the Authorization at the bottom of this page.
3. Return the completed Claim Report to the Benefits Team as soon as possible.
4. If you are unable to return to work when initially anticipated, you and your Physician will be required to complete a Supplementary Report, available from the Benefits Team.
5. If you are returning to work, please immediately advise:
 - (a) your supervisor and
 - (b) Occupational Health and Safety Office at your site.
6. Please ensure that we have your current address and phone number.

B. Additional Information:

1. This benefit is an employer paid income replacement plan which bridges the period when an employee runs out of sick leave until the commencement of Long Term Disability benefits.
2. If an employee continues to be ill or injured beyond their accumulated sick leave credits, the bridging benefit pays 66 2/3% of the employees Regular Earnings for the balance of the Long Term Disability Qualifying period.
3. In order to receive the benefit the employee must continue to provide the employer with medical information confirming their inability to perform the duties of their job. This may be in the form of a comprehensive physician's report or a completed "Attending Physicians Statement of Disability" forms available from the Benefits Team.

Effective June 1/02

4. The employee is expected to maintain contact with their Manager or Supervisor and to participate in a rehabilitation program as appropriate.
5. Group Benefit premiums (AHC, Supplementary Health, Dental, Life and Accidental Death and Dismemberment) are cost shared during the bridging benefit.
6. This benefit is considered another form of paid sick leave, therefore the necessary Statutory Deductions (CPP, E.I, and Tax) will be deducted.
7. The Benefits Team will communicate to the timekeepers the appropriate payroll coding to ensure the correct payment can be made.
8. LAPP will be deducted based on the employees pre-disability pensionable salary; not on the 66 2/3% benefit level. For pension purposes this is considered a “ Leave with Partial Pay” and is subject to the required deductions.
9. Accrual of Vacation and Sick leave to continue to accrue for the 1st month.
10. Payments for Statutory Holidays will be coded as *Bridging Benefit* and payment of 66 2/3%.
11. If you feel you are well enough to return to work, you should immediately inform your supervisor and the Occupational Health Office. This return will have to be approved by your Physician and Occupational Health. If you are on an approved work trial coordinated through Occupational Health, you will continue to receive the bridging benefit of 66 2/3%. If you are on an approved gradual return to work (capable for doing 60% of your normal duties), you will be paid for hours worked and the remaining hours will be coded as bridging benefit.