EMPLOYEE LEAVE FORM

NORTHERN EMPLOYEE BENEFITS SERVICES | ᐅᑭᐅᖅᑕᖅᑐᒥᑦᓴᓇᔅᑯᑯ ᐃᑲᓯᔪᖅᑕᕈᑎᒋᖅᑕᖅᓗᓄᑦ ᐱᔾᔪᕋᖅᑏᑦ

5122 53rd Street, Yellowknife NT, X1A 1V6

Ph: (867) 873-4965 Fax: (867) 873-5801

PLEASE PRINT CLEARLY IN BLUE INK AND RETURN ORIGINAL SIGNED FORM TO THE NEBS OFFICE.

Employer Name: _____

Employee Last Name: _____ Employee First Name: _____

SIN: _____ Birth Date: dd / mm / yyyy

Employee Address: _____

Start Date of Employee Leave: dd / mm / yyyy

Expected Date of Return to Active Duty: dd / mm / yyyy
(Please refer to instructions on maximum dates allowed) _____

Important: Both the Employer and the Employee should be aware that only certain types of leave are eligible under the NEBS program for continuous benefit coverage. The instructions that accompany this form should be reviewed with the Employee when completing the following sections.

	Maternity/ Parental/Adoption Leave ☐	**Education / Training Leave** ☐	**Compassionate Care Leave** ☐	**Medical Leave** ☐	**Other Leave** ☐
	Provide Detail	Provide Detail	Provide Detail	Provide Detail	Provide Detail
Group Insurance & Health Benefits Plan Coverage	☐ Will be Maintained ☐ Will Not be Maintained	☐ Will be Maintained ☐ Will Not be Maintained	☐ Will be Maintained ☐ Will Not be Maintained	Must be Maintained	☐ Will be Maintained (Max 30 Days) ☐ Will Not be Maintained
Pension Plan Contributions	☐ Will be Maintained ☐ Will Not be Maintained	☐ Will be Maintained ☐ Will Not be Maintained	☐ Will be Maintained ☐ Will Not be Maintained	Must be Maintained	☐ Will be Maintained ☐ Will Not be Maintained

If the Employer and the Employee agree to continue paying premiums for Health Benefits Coverage, or to continue making Pension Contributions during a time of leave, the Employee and Employer should have an agreement regarding the portion of costs each will pay. NEBS will continue to bill the Employer the full cost of premiums for the coverage selected above.

_____ _____ _____

Employee Signature **Employer Signature** **Date**

NEBS OFFICE USE ONLY

☐ CONTINUE BENEFITS COVERAGE	☐ LOCK SALARY
☐ SUSPEND BENEFITS COVERAGE	☐ ADJUSTMENTS
☐ CONTINUE PENSION PLAN CONTRIBUTIONS	☐ INFORM CO-OPERATORS
☐ SUSPEND PENSION PLAN CONTRIBUTIONS	☐ INFORM PENSION PLAN ADMINISTRATOR

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INSTRUCTIONS FOR COMPLETING THE NOTICE OF EMPLOYEE LEAVE FORM
GROUP INSURANCE AND HEALTH BENEFITS PLAN

1. Maternity/Parental or Adoption Leave

- If the employee's coverage is maintained, the employer is billed the full cost of premiums. Employers must decide the employee's share of premiums, which may be different than when the employee is actively at work. The maximum leave is the period of time allowed under the applicable Provincial / Territorial Labor Standards Act.

- If the employee's coverage is not maintained, no premiums are charged, and no benefits are available to the employee. Upon returning to work the employee will be automatically placed back on the Plan, provided leave does not exceed the period of time allowed under the applicable Provincial / Territorial Labor Standards Act.

2. Education/Training Leave

- If the employee's coverage is maintained, the employer is billed the full cost of premiums and the employee remains eligible for benefits. Employers must decide the employee's share of premiums, which may be different then when the employee is actively at work. The maximum coverage for this leave is 24 months.

- If the employee's coverage is not maintained, no premiums are charged, and no benefits are available. Upon returning to work the employee will be automatically placed back on the Plan, provided the leave does not exceed 24 months.

3. Compassionate Care Leave

- If the employee's coverage is maintained, the employer is billed the full cost of premiums and the employee remains eligible for benefits. Employers must decide the employee's share of premiums, which may be different then when the employee is actively at work. The maximum coverage for this leave is 6 months/26 weeks.

- If the employee's coverage is not maintained, no premiums are charged, and no benefits are available. Upon returning to work the employee will be automatically placed back on the Plan, provided the leave does not exceed 6 months/26 weeks.

4. Medical Leave

- If a employee is placed on medical leave the employer continues to be billed the full cost of premiums. Employers must decide the employee's share of premiums, which may be different then when the employee is actively at work.

- If a employee has short term disability (weekly indemnity) coverage and the employee qualifies for this benefit, the employer will not be billed for this coverage.

- If a employee qualifies for total disability benefits under terms of the NEBS Long Term Disability Plan, the employer will be reimbursed all premiums paid from the date the employee was first placed on medical leave, except for extended health and dental plan premiums. Once a employee qualifies for long term disability benefits, no premiums are charged for NEBS Plan coverage for the employee, except health and dental. If the employer participated in the health and dental plans, they may offer the employee the choice to continue receiving this coverage while receiving disability benefits and decide the share the employee is required to pay for this coverage.

- If an employee on medical leave does not qualify for disability benefits under terms of the NEBS Long Term Disability Plan, that employee will be deemed not to have been actively at work from the date medical leave was first granted by their employer and their coverage will be terminated on that date. All premiums paid, less any employee claims made during the period of medical leave, will be reimbursed to the employer. The employer can choose whether a employee's medical leave will be extended under these circumstances, but the employee will no longer be a employee of the NEBS Plan and will be required to re-enroll if they return to work.

5. Other Types of Leave

- If a employee is granted any form of leave other than the above noted leave, the employer may choose to extend coverage for a period not more than 30 days. The employer will be billed the cost of premiums for the extension period. Employers must decide the employee's share of premiums, which may be different than when the employee is actively at work.

- If extended coverage is not provided, no premiums are charged, and the employee will receive no benefits. The employee will not be a employee of the Plan while on these types of leave and will be required to re-enroll in the Plan when they return to work. If such leave extends beyond one year, the employee will be terminated from the Plan.

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INSTRUCTIONS FOR COMPLETING THE NOTICE OF EMPLOYEE LEAVE FORM
PENSION PLAN

1. Maternity/Parental or Adoption Leave

- If pension contributions are made, the employee will continue to earn pensionable time. Employers will be billed the full cost of contributions and employees must pay their share as set out in the Plan. The maximum period of leave is the period of time allowed under the applicable Provincial / Territorial Labor Standards Act. The total al all periods of maternity leave cannot exceed three (3) years.

- If pension contributions are not made, the employee does not earn pensionable time. The employee does have the option to buyback this service at a later date under the terms established in the Plan. The employer may or may not cost share a employee's buyback.

2. Education/Training Leave

- If pension contributions are made, the employee will continue to earn pensionable time. Employers will be billed the full cost of contributions and employees must pay their share as set out in the Plan. The maximum period of leave is 12 months. The total of all types of leave, except maternity leave, cannot exceed five (5) years.

- If pension contributions are not made, the employee does not earn pensionable time. The employee does have the option to buyback this service at a later date under the terms established in the Plan. The employer may or may not cost share an employee's buyback.

3. Compassionate Care Leave

- If pension contributions are made, the employee will continue to earn pensionable time. Employers will be billed the full cost of contributions and employees must pay their share as set out in the Plan. The maximum period of leave is 6 months (26 weeks).

- If pension contributions are not made, the employee does not earn pensionable time. The employee does have the option to buyback this service at a later date under the terms established in the Plan. The employer may or may not cost share an employee's buyback.

4. Medical Leave

- If a employee is placed on medical leave both employer and employee contributions must be continued. If an employee is qualified to receive disability benefits under terms of the NEBS Long Term Disability coverage, both employer and employee contributions are paid by NEBS from the date the employee qualifies to receive disability benefits. NEBS will continue to make employer and employee contributions for an employee receiving disability benefits for up to two years, at which time a disability pension will be paid.

5. Other Types of Leave

- NEBS allows employees to continue participation in the Pension Plan for certain other types of leave including; self-funded, unpaid leave; sabbatical leave not exceeding one (1) year; secondment leave while serving with another organization and; a period approved by the NEBS Board. The total of all types of leave, except maternity leave, cannot exceed five (5) years.

- If pension contributions are made for approved leave, the employee will continue to earn pensionable time. Employers will be billed the full cost of contributions and employees must pay their share of costs as set out in the Plan. Employers may choose not to share costs; in which case the employee must pay both employee and employer contributions.

- If pension contributions are not made, the employee does not earn pensionable time. The employee does have the option to buyback this service at a later date under the terms established in the Plan. The employer may or may not cost share a employee's buyback.