

Date

Health Sciences Association of BC  
180 East Columbia Street  
New Westminister, BC V3L 0G7

Attention: DM Department

Re: NBA MOU – Premium Maintenance While Awaiting LTD

{Insert Health Authority name} advises that {insert Employee name}, {insert Employee number}, RPN, who works at {insert worksite} is eligible for continuation of benefit coverage in relation to Medical, Extended Health, Dental, Group Life, AD&D and LTD premiums, as per the conditions of the above referenced Memorandum of Understanding.

Specifically, the Employee has a date of disability, April 1, 2012 or later and has:

1. Exhausted all sick leave credits,
2. Used up all available vacation entitlements,
3. Exhausted all other paid leave and banks, and
4. Used up the 20 days unpaid leave as per Article 37 – Leave – General.

The employee has:

Applied for LTD benefits on {insert date} and is waiting for a decision: Yes  No

Filed an appeal of the denial or termination of LTD benefits: Yes  No

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

His/her date of disability is: \_\_\_\_\_

HSA, please remit the amount as follows : (provide details including \$---per month x # of months, identify months are during the 4 month waiting period or after 4 months – not to exceed 12 months)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Health Authority: \_\_\_\_\_

Address of Health Authority: \_\_\_\_\_

Contact Person/Phone #: \_\_\_\_\_