

[Insert Employer Logo]



## PREMIUM MAINTENANCE WHILE AWAITING LTD OR LTD APPEAL

### NBA Provincial Collective Agreement - HSA RPN

#### Eligibility

HSA RPNs who have applied for LTD or whose LTD application is under Appeal are eligible for financial assistance in relation to Medical, Extended Health, Dental, Group Life and AD&D, and LTD premiums provided the employee has:

- Exhausted their sick leave credits
- Exhausted all vacation entitlements
- Exhausted all other paid leave banks they are entitled to
- Used up their 20 days unpaid leave grace period.

Provided the employee meets the above requirements, HSA will reimburse the employer for the cost of the benefit premiums for up to a maximum of 12 months.

**If you wish to be covered for premium maintenance you will need to fill out and sign the authorization below. If your LTD claim is under appeal, you must submit proof that you have filed an appeal in order to obtain benefit coverage under this program.**

***\*\*\*Please note that if this form is not returned by {insert date} all benefit coverage will be cancelled unless you have made arrangements to pay your own benefit premiums and have remitted the necessary payments.***

#### Authorization

<b>Name:</b>	<b>Employee ID:</b>
I, _____, have read and understood the terms and conditions as outlined above. I wish to continue to have my benefits paid through the Premium Maintenance Fund.	
I understand that if my LTD claim is accepted or my appeal is successful, I am responsible for reimbursing my employer 50% of the benefit costs for any period that I receive LTD benefits and premium coverage from the Premium Maintenance Fund.	
<input type="checkbox"/> Appeal Confirmation letter provided by HSA is enclosed.	
_____	_____
<i>Employee Signature</i>	<i>Date Signed</i>

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT [DEPT NAME] AT [CONTACT INFO].**

**CC: HSA, DM Dept., 180 East Columbia Street, New Westminster, BC V3L 0G7**