



Application for Extended Coverage

Return completed form to: Saskatchewan Teachers' Federation, 2317 Arlington Avenue, Saskatoon, SK S7J 2H8 Fax: (306) 374-1122

Please read the enclosed instructions for completion of this form carefully and submit all necessary information along with this completed form.

Name: _____

Address: _____

Postal Code: _____

Home Phone Number: _____

Teaching Certificate Number: _____ Social Insurance Number: _____

Name of Last Employing School Board: _____

Last Day Taught: _____ Last Annual Rate of Salary: _____

Reason for absence from employment: (Please include copy of Board letter of approval)

Sabbatical Maternity Paternity Adoption

Other (please describe) _____

Period of Absence: From _____ to _____

Date: _____ Signature: _____

Please return this completed form together with the necessary supporting documentation no later than 30 days after the date on which the coverage would otherwise terminate to:

**Saskatchewan Teachers' Federation
2317 Arlington Avenue
Saskatoon, Saskatchewan S7J 2H8**

For Office Use Only:

Date Application received: _____

Calculation of Premiums: _____

Coverage Approved Declined Other: _____

Authorized by: _____ Date: _____
(signature)

Coverage Effective: _____ Applicant Informed: _____

Date Premiums Received: _____ Receipt Number: _____



Income
Continuance
Plan

Instructions for Completion of Application for Extended Coverage

- Coverage under the Income Continuance Plan shall terminate on the date which is the earlier of:
 - (a) the Member's 65th birthday,
 - (b) the last day of coverage for which his/her premium has been paid, provided that a Member to whom Article 3.5 applies shall have coverage through a period of 30 days referred to in that Article and that a Member's coverage shall continue while he/she is eligible to receive benefits under the Plan,
 - (c) August 31 for teachers who have terminated their contracts the previous June 30 and have not returned to teach and are not covered under the provisions of Article III.

- Coverage can be continued by submitting an application to the Saskatchewan Teachers' Federation for extended coverage and paying the required premiums for those:
 - on sabbatical leave;
 - on other types of leave with pay;
 - who are on unpaid leave, including parenting leaves;
 - who have resigned to attend university;
 - who have had their reasons approved by the Federation.

- **Application must be received by the Saskatchewan Teachers' Federation (2317 Arlington Avenue, Saskatoon, Saskatchewan S7J 2H8) no later than 30 days after the date on which coverage would otherwise terminate. The Federation will advise you, in writing, if your application has been approved and the amount of the premium for the period of absence.**

- **When applicable, a copy of a letter from your Board of Education must be submitted with your application detailing:**
 - **the leave of absence has been approved**
 - **the term of the absence**
 - **the purpose of the absence**

- If the purpose of the leave is to return to university, please submit a copy of your registration or any other evidence to establish eligibility.

- An excerpt from the Income Continuance Plan Text pertaining to Extended Coverage follows:

Please see back of page for important information.

Article III - Extended Coverage

- 3.1 A Member of the Plan who is absent from employment while on sabbatical leave or other leave with pay shall be eligible for coverage under the Plan and the annual rate of salary for purposes of the Plan shall be deemed to be the rate of salary the Member is entitled to receive immediately prior to the period of leave. Benefits for Members in receipt of salary shall be prorated.
- 3.2 A Member who has resigned or is on leave without pay to attend university, or for any other reason approved by the Federation, shall be entitled to continued coverage under this Plan subject to payment of the required premium based on salary the Member was entitled to receive immediately prior to the date the resignation became effective or the leave of absence commenced.
- 3.3 A Member who takes leave of absence for reasons of maternity, paternity or adoption shall be entitled to continued coverage under this Plan subject to payment of premium based on the salary rate the Member was entitled to receive immediately prior to the date the leave of absence commenced. No benefits shall be payable for that period of time for which the Member is entitled to receive benefits provided by the Canada Employment and Immigration Commission for maternity or adoption leave, nor shall the Member be considered to be totally disabled under articles of this Plan for that period of time. Coverage will not be extended beyond one year for leave of absence for reason of pregnancy or adoption.
- 3.4 A Member who is on leave from regular employment and who becomes Totally Disabled, shall not be entitled to receive any benefits under this Plan for a period of disability of less than 60 calendar days. Following 60 consecutive calendar days of a period of Total Disability, benefits shall be payable, retroactive to the first calendar day of the period of disability.
- 3.5 In order to have coverage through a period of absence from regular employment, a Member must, not later than 30 days after the date on which the Member's coverage under the Plan would otherwise terminate, make application to the Federation for approval of the continued coverage and pay the full premium for one year or such shorter period of leave of absence that is approved.
- 3.6 A Member wishing to have coverage for a period of absence from employment for a period extending beyond one year must apply annually to the Federation for such coverage. In no event shall approval be granted by the Federation for such coverage for more than five successive years.
- 3.7 Should a Member become totally disabled while absent from regular employment and benefits become payable under this Plan, such payment of benefits shall be suspended for any period during which the Member receives sick leave pay from the Member's employer and resumed after expiry of such sick leave pay if the Member is still totally disabled.
- 3.8 To meet the definition of Total Disability for "own occupation" a Member on leave would have to provide medical evidence of disability to the extent that the Member cannot carry out activities for which leave was taken nor the activities pertaining to the Member's regular occupation.

Effective: July 1, 1998