

# GROUP BENEFIT PLAN

Rocky View Schools  
Teachers Benefit Plan



## Long Term Disability Benefits Teaching Staff (Updated September 2017)

What you need to know  
about applying for  
Disability Benefits

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**See the Teachers benefit plan booklet that is located on the Manulife Plan Member website.**

This brochure is designed to help you understand your Phase I & II Long Term Disability coverage. If you need more information on your coverage, review the Teachers employee benefit plan booklet, or contact the Rocky View Schools Benefits Department.

## What should I know about my Long Term Disability (LTD) coverage?

There are three periods of income protection under the Rocky View Schools benefit program. Under the first period your benefit is managed by our Sick Leave policy. If your circumstance is such that the disability continues past Sick Leave, you may be eligible for LTD benefits, which are coordinated and managed in the next two phases, called Phase I (own occupation) and Phase II LTD (any occupation).

It is Rocky View Schools' intention, to not only respond to the economic need presented by a disability but to provide the right assistance to help you recover and prepare to return to work.

## Who is eligible for Sick Leave coverage?

Employees are eligible for the Sick Leave Plan from their first day of active employment under the following conditions:

**Teaching staff** must be employed by the Board under a continuing, probationary, or interim contract.

### What happens during the period?

**Sick Leave** – The first 90 day period. Managed and paid 100% salary continuance by Rocky View Schools.

Note: If you are on a temporary contract please refer to section 12.1.2-12.1.3 of the Collective Agreement to check what coverage you are eligible for if any.

## Who is eligible for Phase I & II LTD coverage?

Employees are eligible for Phase I and Phase II LTD coverage from their first day of active employment under the following conditions:

**Teaching staff** must be employed by Rocky View Schools under a continuing, probationary, interim or temporary contract at least equal to one-half of a full-time teaching position and for a period of more than 60 school days.

### What happens during each period?

**Phase I** – The LTD period from the 91<sup>st</sup> day to the 820<sup>th</sup> day of disability. This is a fully insured benefit and is paid at 70% of your pre-disability salary.

**Phase II** – The LTD period from the 821<sup>st</sup> day plus of disability. This is a fully insured benefit and is paid at 70% of your pre-disability salary.

The Phase I and Phase II LTD periods are managed by Manulife Financial. Manulife Financial is also responsible for issuing the monthly benefit payment.

## What level of coverage do I have under the Phase I & Phase II LTD benefit?

If you are deemed to be totally disabled, the Phase I and Phase II LTD Plans will provide you with a monthly benefit, payable on the last business day of each month, based on your pre-disability basic earnings. Basic earnings, means your regular salary at the time your disability commenced, excluding extra time, overtime pay and bonuses.

## How is my benefit calculated?

The monthly benefit payable is equal to:

- **70% of your basic monthly earnings (rounded to the next highest dollar), to a maximum monthly benefit for Phase I/Phase II: LTD benefit of \$20,000.** Any amount of LTD benefit in excess of \$10,000 is subject to approval of evidence of insurability

\*Note: If the benefit still exceeds the All Source maximum of 85% then your benefit will be reduced by the excess.

## Commencing Phase I LTD (initial summer payout)

If, for example, the 90<sup>th</sup> day of disability falls on April 30<sup>th</sup>, and this is the 160<sup>th</sup> day worked out of a possible 200 working days\* in the school year.

The amount earned while working for Rocky View is:

- $\$80,000.00 \times 160 \text{ days} / 200 \text{ days} = \$64,000$

The amount of benefits payable from Phase I LTD, for the balance of the school year, is:

- $(\$80,000.00 @ 70\%) \$56,000 \times 40 \text{ days} / 200 \text{ days} = \$11,200$

Using a salary of \$80,000 the teacher would have been paid to the end of April:

- $\$6,666.67 \times 8 \text{ months} = \$53,333.36$

Once approved for Phase I LTD benefits, Rocky View will pay four months\*\* (May to August) at 70% of the monthly salary (70% of \$6,666.67) (rounded to the next highest dollar):

- $4 \times \$4,667.00 = \$18,668.00$

To determine the amount of the payout the following calculation is done:

|   |                    |
|---|--------------------|
| Salary for period before Phase I LTD                  | \$64,000.00        |
| Benefits from Phase I LTD                             | <u>\$11,200.00</u> |
| Total Income Due                                      | <u>\$75,200.00</u> |
| Less: Amount paid to date by Rocky View Schools       | \$53,333.36        |
| Less: Amount paid/payable by Rocky View Schools       | <u>\$18,668.00</u> |
| Payout on June 30 <sup>th</sup> by Rocky View Schools | \$3,198.64         |

**\* Actual working days will vary depending on the yearly school calendar.**

**\*\* If medical evidence has not been provided to support total disability during the months of July and August by the date when the payroll is prepared for the June 30<sup>th</sup> pay period, it will be assumed that the disability will continue during these two months. Total Phase I LTD payments to a teacher are unaffected by this assumption.**

## Returning to work following a LTD absence:

If, for example, the teacher returns to work on April 30<sup>th</sup> and this leaves 40 work days out of a possible 200 working days\* left in the school year.

The amount of benefits earned from LTD for the first 8 months of the school year, is:

- $(\$80,000.00 @ 70\%) \$56,000.00 \times 160 \text{ days} / 200 \text{ days} = \$44,800.00$

The amount earned while working for 2 months (May 1<sup>st</sup> to June 30<sup>th</sup>)

- $\$80,000.00 \times 40 \text{ days} / 200 \text{ days} = \$16,000.00$

LTD benefits were paid for 8 months (September 1<sup>st</sup> to April 30<sup>th</sup>) at 70% of the monthly salary (70% of \$6,666.67) (rounded to the next highest dollar):

- $8 \times \$4,667.00 = \$37,336.00$

Salary paid for the 2 months worked is:

- $2 \times \$6,666.67 = \$13,333.34$

To determine the amount of the payout the following calculation is done:

|   |                    |
|---|--------------------|
| Benefits from LTD                                     | \$44,800.00        |
| Salary for period after return from LTD               | <u>\$16,000.00</u> |
| Total Income Due                                      | \$60,800.00        |
| Less: Amount paid on LTD                              | \$37,336.00        |
| Less: Amount paid to date by Rocky View Schools       | <u>\$13,333.34</u> |
|   | \$50,669.34        |
| Payout on June 30 <sup>th</sup> by Rocky View Schools | \$10,130.66        |

\* Actual working days will vary depending on the yearly school calendar.

## Calculating the end of school year (summer) payout

When you commence (or return from) Phase I or Phase II LTD, your contract for days worked will not be paid out, rather those days will be taken into consideration at the end of the school year payout analysis.

Rocky View Schools will be responsible for the end of year calculation and payment for anyone commencing (or returning from) Phase I or Phase II LTD. The difference of 1/12<sup>th</sup> and 1/200<sup>th</sup> amounts will be considered a cost of our LTD plan. It is not an expectation for the insurer to complete and payout these differences.

**For questions related to the calculation of your LTD benefit please contact [teachpay@rockyview.ab.ca](mailto:teachpay@rockyview.ab.ca) or 403-945-4046.**

What if I am determined Fit to Work (FTW) during a break such as Summer? E.g. July 15<sup>th</sup> FTW but your regular scheduled day back is not until Aug 26<sup>th</sup>?

There will be a return to work payment adjustment calculated.

What is the 90 calendar day qualifying period?

You may qualify for monthly benefit payments under this plan after you have satisfied the qualifying period for benefits and no further benefits are payable from the Sick Leave Plan. The qualifying period is 90 calendar days.

When will my Phase I LTD coverage commence?

Your Phase I LTD benefits will commence **on your next scheduled work day** following the completion of the 90 calendar day qualification period.

How does the disability application process work?

If you believe you will qualify for Phase I LTD benefits, the Occupational Health Nurse should have been in contact with you during the Sick Leave and will forward you the LTD application package around your 45<sup>th</sup> day of absence. This allows you to file your Phase I LTD claim approximately six weeks before the 90 calendar day qualifying period is satisfied.

How do I apply for Phase I LTD?

Employee Health and Safety will send the LTD Application Package via email. This package consists of:

- **Employee Statement**
- **Consent Form**
- **Initial Attending Physician Statement (APS)**

Fax all forms directly to Manulife Financial at the confidential fax number **1-877-562-9126**. You may also scan and email your forms to **group\_disability\_claims@manulife.com**.

Please ensure the Employee Statement, Consent Form and the APS are returned to Manulife Financial at least 21 calendar days prior to the end of the 90 day qualifying period. Failure to return the forms to Manulife Financial in a timely manner could impact your entitlement to Phase I LTD Benefits. If you believe there may be difficulty getting the information to them by the required date, please call them at **1-877-481-9169** to advise.

You are responsible for following up with your physician if the APS is not returned to Manulife Financial within the established time frame.

**Assessment of your claim can only be completed when all forms are received by Manulife Financial.**

## What is the definition of totally disabled during Phase I LTD (Own Occupation)?

During the Sick Leave period and the Phase I LTD period, you are considered totally disabled if:

- Disease or injury prevents you from performing the essential duties of your own (regular) occupation; and
- Except for any employment under an approved rehabilitation plan, you are not employed in any occupation that is providing you with income equal to or greater than the income benefit available under this plan.

The availability of work will not be considered in assessing your Phase I LTD.

If you must hold a government permit or license to perform the duties of your occupation you will not be considered totally disabled solely because such permit or license has been withdrawn or not renewed.

## How do I apply for Phase II LTD?

There is no separate application for Phase II LTD benefits. The same Manulife Case Manager, who handled your Phase I LTD claim, will automatically assess your eligibility for Phase II LTD.

The Manulife Case Manager will begin to assess your eligibility approximately 6 months prior to the Phase II LTD commencement date and will communicate the decision to you directly.

## What is the definition of totally disabled for Phase II LTD (Any Occupation)?

- Disease or injury prevents you from performing the duties of any occupation for which you are or may be reasonably qualified by training, education or experience. Furthermore, you must not be able to earn 60% or more of your gross monthly income determined at the onset of disability, as deemed by Manulife Financial.

The availability of work will not be considered in assessing your Phase II LTD.

If you must hold a government permit or license to perform the duties of your occupation you will not be considered totally disabled solely because such permit or license has been withdrawn or not renewed.

**Important Consideration** - As part of the eligibility assessment during the Phase II LTD period, and indicated in the definition of disability, the Manulife Case Manager will factor in your previous work experience, education, and training to determine if there are alternative occupations that you would be capable performing within your medical restrictions and limitations. A Transferable Skills Analysis (TSA) will be conducted by Manulife to determine if there are any occupations that would fall within the criteria indicated. If an occupation (s) is identified, you will not be eligible for Phase II LTD benefits. **Please note** that these identified occupations may not be available within Rocky View Schools.

## Who is responsible for the fees for the completion of the medical documentation?

You are responsible for paying all costs associated with the completion of the APS as well as any additional information requested as part of the initial adjudication of both the Phase I and Phase II LTD periods. You can submit these expenses for coverage through the Health Care Spending Account.

Once the Phase I Phase LTD claim has been accepted, Manulife Financial will be responsible for any costs that result from Phase I and Phase II LTD case management recommendations.

## Is my medical information confidential?

Yes. Only authorized, Manulife personnel, and designated health care providers have access to your medical information. Medical information is **always** considered confidential and regular status updates about your abilities and limitations will **only** be shared with the Rocky View Schools Occupational Health Nurse, who is bound to confidentiality through a professional designation. This information will only be used by the Occupational Health Nurse to ensure a comprehensive understanding of your disability and how Rocky View Schools can best support you during your period of disability and your return to work. You will be asked to provide signed consent for the communication and exchange of this information, which is contained in the LTD application package.

## What happens to my other benefits while I am on Phase I and Phase II LTD?

All of your benefits will continue on the same cost-sharing basis as prior to your disability, with the exception of optional employee life and optional AD&D coverage (if applicable). Coverage for both of these benefits will remain in force; however premiums will be waived for the duration of Phase I and Phase II LTD.

Manulife Financial will deduct this amount directly from the monthly Phase I and Phase II LTD payment.

## What happens to my pension while I am on Phase I and Phase II LTD?

You will continue to accrue Pensionable Service without having to make any contributions. Rocky View Schools will notify the Alberta Teachers' Retirement Fund Board (ATRF) in order for you to accrue Pensionable Service while you are disabled.

## Will I still have a HCSA when I am on disability?

While you are receiving **Sick Leave** benefits, HCSA benefits will continue. If you are on **Phase I or Phase II LTD** benefits, these benefit payments are not included in the 1% of earnings for HCSA funding. You will receive the fixed portion of the HCSA allocation. You may continue to claim HCSA receipts but you will not receive new credits based on the 1% of gross annual earnings until you return to work. If your actual earnings differ from the estimated credits due to your leave, an adjustment will be made in the following year's credits.

## What income sources will reduce my LTD benefit amount?

Your disability benefit will be reduced by the amount received from these sources:

- Canada Pension Plan (CPP)
- Workers' Compensation
- Automobile or general liability benefits
- Sick leave benefits
- 50% of earnings received from an approved rehabilitation plan

Your LTD benefit will be further reduced if you are in receipt of any income, from the sources stated above and those listed below, that in combination with your LTD benefit exceed 85% of your pre-disability monthly earnings (all source maximum). The reduction is the amount by which this total exceeds the 85% all source maximum.

- The ATRF pension plan;
- Benefits another member of your family is entitled to on the basis of your disability under the Canada Pension Plan or Quebec Pension Plan that are paid directly to the Employee;
- Self-employment
- Disability benefits under a plan of insurance available through an association;
- Earnings or payments from any employer, including severance payments, salary in lieu of notice, disability benefits, vacation pay and any other retirement (pension) benefits.

The balance of any earnings received from an approved rehabilitation plan or partial disability is not used to further reduce the Phase I and II LTD benefit unless that balance, together with the your income from this plan and the other income listed above, would exceed 100 % of the your monthly earnings before you became disabled. If it does, the benefit is reduced by the excess amount.

Cost-of-living increases to the Canada Pension Plan (Quebec Pension Plan) that take effect after the benefit period starts are not included.

## When will my LTD benefits terminate?

Phase I and Phase II LTD benefits will terminate the earliest of:

- The date that you ceases to meet this benefit's definition of totally disabled;
- The date that you do not supply Manulife Financial with the appropriate medical evidence to document a total disability;
- The date that you do not attend a medical, psychiatric, psychological, educational and/or vocational examination or evaluation by an examiner selected by the 3rd party disability management service provider
- The date that you reach the age of 65; or
- The date that you die.



## Need more help?

Refer to your benefits booklet for a more complete description of the LTD benefit.

You may also contact the Rocky View Schools Benefits Department at (403) 945-4048 or [benefits@rockyview.ab.ca](mailto:benefits@rockyview.ab.ca).