

## I just had a baby. How do I add the little one to my plan?

- You must contact your Benefits Coordinator within 31 days\*\* of the child's birth. At this time the Benefits Coordinator will forward you a Great West Life Change Form to add your child's information.
- This is when you would request family coverage if you currently have single coverage.
- Mail the form to your Benefits Coordinator in the self addressed envelope provided.
- When this is received, your Benefits Coordinator will modify your benefits coverage. You will be able to continue using your benefits as usual, and coverage for the child will be effective on the child's birth date.
- If you completed a Change Form before your leave began, the Benefits Coordinator will require the date of birth and name in order to process. Coverage will be effective on the date the child was born.

*\*\* If your child is not enrolled to your plan within 31 days, he or she will be subject to late entrant by Great West Life, and you will have to complete an application which includes a health questionnaire for the child.*

For additional information contact the **Shannex Benefits Department** at:

PHONE

1-800-565-2011 (option 4)

EMAIL

[Benefits@shannex.com](mailto:Benefits@shannex.com)

Shannex

# Maternity Leave

Information Guide

SHANNEX

# I just found out I am expecting. How will my benefits be affected during maternity leave?

Congratulations! First of all, you should contact your Benefits Coordinator who will outline your options over the phone. While on maternity or parental leave, employees pay for their group benefit coverage; however, check your collective agreement to see if you're entitled to a cost sharing arrangement while on maternity leave.

If you have coverage with your spouse you can choose to cancel your benefits while you're on leave. If you do not have coverage, we highly recommend you keep your benefits. This is a time when you and your family may need your benefits the most.

## How do I pay for my benefits during my leave?

You can arrange to pay for your benefits using post-dated cheques before your leave begins.

If payment is not received within 60 days of the beginning of your leave, your benefits will be cancelled and you will not be able to use your benefits for the duration of your maternity leave.

## Can I pay for my benefits before I go on leave?

Absolutely! Contact your Benefits Coordinator to set up payroll deductions. You can request a specific amount to be deducted from each pay until you begin your leave. This reduces the financial burden of paying for benefits while living on a maternity leave income.

## What happens if I decide to cancel my benefits while on maternity leave?

Deciding to cancel your benefits means you will need to reactivate them upon your return to work. You will have 31 days from your first day back to work to re-enroll in the Benefits Plan.

If you do not re-enroll within this time frame, you will have to complete a health questionnaire for everyone on your plan, and Great West Life will determine your benefit eligibility. It's important to remember, if there are any preexisting conditions, Great West Life may not approve your application.

## I currently have single coverage benefits. Do I have to switch to family coverage before going off on my leave?

No. You will only be switched to family coverage once you add your child to your plan. Once the child is born and you have notified your Benefits Coordinator, the remainder of your leave will be calculated as family coverage.