

# Benefits at a Glance - Optional Life Insurance Management



Coverage	Benefit Description
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>Permanent full-time employees who are participating in the Group Life Insurance Plan and are under 65 years of age are eligible to be covered.</li> <li>Must complete an application that includes a Health Questionnaire.</li> <li>Insurer may request additional information (e.g. Doctor's report).</li> <li>Insurer will review the application and any additional information and will approve or decline coverage.</li> </ul>
<b>Benefit Amount</b>	<ul style="list-style-type: none"> <li>Available in multiples of \$25,000 to a maximum of \$350,000.</li> </ul>
<b>Premium Amount</b>	<ul style="list-style-type: none"> <li>Depends on the age and gender of the employee/spouse as well as whether they are a smoker or non-smoker.</li> <li>The employee is responsible for the full amount of the premium through bi-weekly payroll deduction.</li> </ul>
<b>Effective Date of Coverage</b>	<ul style="list-style-type: none"> <li>Effective on the 1<sup>st</sup> day of the month following the date the application is approved by the insurer.</li> </ul>
<b>Changes In Coverage Amount</b>	<ul style="list-style-type: none"> <li>A change in the amount of optional insurance coverage is effective the 1<sup>st</sup> day of the pay period following the date of the change.</li> <li>The member must be actively at work in order for the amount of insurance to increase.</li> <li>Insurer may request additional medical evidence</li> </ul>
<b>Termination of Coverage</b>	<p><b>Employee and Spousal coverage</b></p> <p>The earlier of:</p> <ul style="list-style-type: none"> <li>day before the member attains age 65;</li> <li>day on which the member no longer has Basic Life coverage; or</li> <li>the date the member has asked, in writing, to have the optional insurance cancelled.</li> <li>31 days after termination of employment</li> </ul>
<b>Beneficiary</b>	<ul style="list-style-type: none"> <li>May appoint one or more beneficiaries or change the appointed beneficiaries.</li> <li>Designation of beneficiaries or a request to change beneficiaries must be in writing.</li> </ul>

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<b>Waiver of Premium</b>	<ul style="list-style-type: none"> <li>• If a member becomes totally disabled prior to age 65 and remains disabled for a period of 6 consecutive months, coverage under the Optional Life Insurance Plan remains in force.</li> <li>• Member is not required to make premium payments until: <ul style="list-style-type: none"> <li>- member ceases to be totally disabled, or</li> <li>- 3 months after the date that proof of total disability is requested and not received by the insurer, or</li> <li>- member attains age 65, whichever occurs first.</li> </ul> </li> </ul>
<b>Conversion Privilege</b>	<ul style="list-style-type: none"> <li>• A member who ceases to be insured prior to their 65<sup>th</sup> birthday may ask the insurer to issue a policy of <b>individual life insurance</b> without being required to submit evidence of insurability.</li> <li>• The former employee must submit a written application and first premium payment to the insurer within 31 days after the member ceased to be insured.</li> <li>• The individual policy must not be less than the minimum amount for which the insurer issues a policy and not more than the amount the member was insured for at the time they ceased to be insured, up to a maximum of \$200,000.</li> <li>• The maximum amount of insurance eligible for conversion will be reduced by the total amount of insurance in force, which was previously obtained under the terms of a Conversion Privilege included in this same policy.</li> </ul>
<b>Exclusions</b>	<ul style="list-style-type: none"> <li>• No benefit is payable if an individual commits suicide while sane or insane, within two years of the effective date of the coverage, or increased coverage.</li> </ul>

**This summary provides general information only. The terms and conditions of the insurer's contract take precedence.**

**May 2022**