

your **group**  
benefits

**Rolls-Royce Canada Limited**

**Hourly Employees  
Division 13**

**Contract Numbers 50941 Part B, BSC 9425340 and  
PAI 9425342  
Effective January 1, 2017 (Version 3)**

The Basic and Voluntary Accidental Death & Dismemberment benefit is  
insured by AIG Insurance Company of Canada



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## **Notice from Rolls Royce**

Rolls-Royce reserves the right to amend or terminate the Group Insurance Program at retirement at any time, and to amend the Program's cost-sharing provisions, subject to a 30-day written notice.

## General Information

*The information contained in this section applies only to benefits insured by Sun Life.*

### About this booklet

The information in this employee benefits booklet is important to you. It provides the information you need about the group benefits available through your employer's group contract with Sun Life Assurance Company of Canada (*Sun Life*), a member of the Sun Life Financial group of companies.

If you have any questions about the information in this employee benefits booklet, or if you need additional information about your group benefits, please contact Sun Life.

### Eligibility

To be eligible for group benefits, you must be a resident of Canada and meet the following conditions:

- you are a permanent employee.
- you are actively working for your employer at least 30 hours a week.
- you have completed the waiting period.

The waiting period for your group plan is 640 hours of continuous employment.

We consider you to be actively working if you are performing all the usual and customary duties of your job with your employer for the scheduled number of hours for that day. This includes scheduled non-working days and any period of continuous paid vacation of up to 3 months if you were actively working on the last scheduled working day. We do not consider you to be actively at work if you are receiving disability benefits or are participating in a partial disability or rehabilitation program.

Your dependents become eligible for coverage on the date you become eligible or the date they first become your dependent, whichever is later. You must apply for coverage for yourself in order for your dependents to be eligible.

### Who qualifies as your dependent

Your dependent must be your spouse or your child and a resident of Canada.

Your spouse by marriage or under any other formal union recognized by law, or your partner of the opposite sex or of the same sex who has been publicly represented as your spouse and with whom you have been cohabiting for at least the last year (or less if a child is born out of your relationship), is an eligible dependent. You can only cover one spouse at a time.

Your children and your spouse's children (other than foster children) are eligible dependents if they are not married or in any other formal union recognized by law, and are under age 21.

A child who is a full-time student attending an educational institution recognized under the Income Tax Act (Canada) is also considered an eligible dependent until the age of 26 as long as the child is entirely dependent on you for financial support.

If a child becomes handicapped before the limiting age, we will continue coverage as long as:

- the child is incapable of financial self-support because of a physical or mental disability, and
- the child depends on you for financial support, and is not married nor in any other formal union recognized by law.

In these cases, you must notify Sun Life within 31 days of the date the child attains the limiting age. We can give you more information about this.

**Enrolment**

You have to enrol to receive coverage. To enrol, you must send the appropriate enrolment information to Sun Life. For a dependent to receive coverage, you must request dependent coverage.

If your dependents are covered for comparable Extended Health Care or Dental Care coverage under this or another group plan, they may refuse this coverage under this plan. If, at a later date, the other coverage ends, they can enrol for coverage under this plan at that time.

You will be required to provide proof of good health when you request Optional Life coverage in excess of \$50,000 for yourself or your spouse.

**When coverage begins**

For the Optional Life benefit, your coverage begins on the later of the following dates:

- the date you become eligible for coverage.
- the date Sun Life receives your enrolment information for coverage.
- the date Sun Life approves your proof of good health, if required.

For all other benefits, your coverage begins on the date you become eligible for coverage.

If you are not actively working on the date coverage would normally begin, your coverage will not begin until you return to active work.

For the Spouse Optional Life benefit, coverage begins on the later of the following dates:

- the date your coverage begins.
- the date your spouse becomes eligible for coverage.
- the date Sun Life approves your spouse's proof of good health, if required.

For all other benefits, dependent coverage begins on the date your coverage begins or on the date you first have an eligible dependent, whichever is later.

However, for a dependent, other than a newborn child, who is hospitalized, coverage will begin when the dependent is discharged from hospital and is actively pursuing normal activities.

Once you have dependent coverage, any subsequent dependents will be covered automatically, as soon as you advise Sun Life.

If there are additional conditions for a particular benefit, these conditions will appear in the appropriate benefit section later in this booklet.

**Changes affecting your coverage**

From time to time, there may be circumstances that change your coverage.

For example, your employment status may change, or your employer may change the group contract. Any resulting change in the coverage will take effect on the date of the change in circumstances.

The following exceptions apply if the result of the change is an increase in coverage:

- if proof of good health is required, the change cannot take effect before Sun Life approves the proof of good health.
- if you are not actively working when the change occurs or when Sun Life approves proof of good health, the change cannot take effect before you return to active work.
- if a dependent, other than a newborn child, is hospitalized on the date when the change occurs, the change in the dependent's coverage cannot take effect before the dependent is discharged and is actively pursuing normal activities.

**Updating your records**

To ensure that coverage is kept up-to-date, it is important that you report any of the following changes to Sun Life:

- change of dependents.
- change of name.
- change of beneficiary.

**Accessing your records**

For insured benefits, you may obtain copies of the following documents:

- your enrolment form or application for insurance.
- any written statements or other record, not otherwise part of the application, that you provided to Sun Life as evidence of insurability.

For insured benefits, on reasonable notice, you may also request a copy of the contract.

The first copy will be provided at no cost to you but a fee may be charged for subsequent copies.

All requests for copies of documents should be directed to one of the following sources:

- our website at [www.mysunlife.ca](http://www.mysunlife.ca).
- our Customer Care centre by calling toll-free at 1-866-881-0583.

**When coverage ends**

As an employee, your coverage will end on the earlier of the following dates:

- the date your employment ends.
- the date you are no longer actively working.
- the end of the period for which premiums have been paid to Sun Life for your coverage.
- the date the group contract ends.

A dependent's coverage terminates on the earlier of the following dates:

- the date your coverage ends.
- the date the dependent is no longer an eligible dependent.
- the end of the period for which premiums have been paid for dependent coverage.

The termination of coverage may vary from benefit to benefit. For information about the termination of a specific benefit, please refer to the appropriate section of this employee benefits booklet.

However, if you die while covered by this plan, coverage for your dependents will continue until the earlier of the following dates:

- the date the person would no longer be considered your dependent if you were still alive.
- the last day of the twelfth month following the month in which you die.
- the end of the period for which premiums have been paid for dependent

coverage.

- the date the benefit provision under which the dependent is covered terminates.

If the spouse is covered for Optional Life, the continuation of coverage does not apply to the spouse's Optional Life.

**Replacement coverage** The group contract will be interpreted and administered according to all legislation concerning the continuation of insurance following contract termination and the replacement of group insurance.

Sun Life will not be responsible for paying benefits if an insurer under a previous group contract is responsible for paying similar benefits.

If such legislation requires that Sun Life resume paying certain benefits because of a recurrence of an employee's total disability, Sun Life will resume payment at the same amount and for the remainder of the maximum benefit period.

**Making claims** Sun Life is dedicated to processing your claims promptly and efficiently. You should contact Sun Life to get the proper form to make a claim.

There are time limits for making claims. These limits are discussed in the appropriate sections of this employee benefits booklet. If you fail to abide by these time limits, you may not be entitled to some or all benefit payments.

All claims must be made in writing on forms approved by Sun Life.

For the assessment of a claim, Sun Life may require medical records or reports, proof of payment, itemized bills, or other information Sun Life considers necessary. Proof of claim is at your expense.

**Legal actions** Limitation period for Ontario:

Every action or proceeding against an insurer for the recovery of insurance money payable under the contract is absolutely barred unless commenced within the time set out in the *Limitations Act, 2002*.

Limitation period for any other province:

Every action or proceeding against an insurer for the recovery of insurance money payable under the contract is absolutely barred unless commenced within the time set out in the *Insurance Act* or other applicable legislation of your province or territory.

**Proof of disability** From time to time, Sun Life can require that you provide us with proof of your total disability. If you do not provide this information within 90 days of the request, you will not be entitled to benefits.

**Coordination of benefits**

If you or your dependents are covered for Extended Health Care or Dental Care under this plan and another plan, our benefits will be coordinated with the other plan following insurance industry standards. These standards determine which plan you should claim from first.

The plan that does not contain a coordination of benefits clause is considered to be the first payer and therefore pays benefits before a plan which includes a coordination of benefits clause.

For dental accidents, health plans with dental accident coverage pay benefits before dental plans.

The maximum amount that you can receive from all plans for eligible expenses is 100% of actual expenses.

Where both plans contain a coordination of benefits clause, claims must be submitted in the order described below.

***Claims for you and your spouse should be submitted in the following order:***

- the plan where the person is covered as an employee. If the person is an employee under two plans, the following order applies:
  - the plan where the person is covered as an active full-time employee.
  - the plan where the person is covered as an active part-time employee.
  - the plan where the person is covered as a retiree.
- the plan where the person is covered as a dependent.

***Claims for a child should be submitted in the following order:***

- the plan where the child is covered as an employee.
- the plan where the child is covered under a student health or dental plan provided through an educational institution.
- the plan of the parent with the earlier birth date (month and day) in the calendar year. For example, if your birthday is May 1 and your spouse's birthday is June 5, you must claim under your plan first.
- the plan of the parent whose first name begins with the earlier letter in the alphabet, if the parents have the same birth date.

The above order applies in all situations except when parents are separated/divorced and there is no joint custody of the child, in which case the following order applies:

- the plan of the parent with custody of the child.

- the plan of the spouse of the parent with custody of the child.
- the plan of the parent not having custody of the child.
- the plan of the spouse of the parent not having custody of the child.

When you submit a claim, you have an obligation to disclose to Sun Life all other equivalent coverage that you or your dependents have.

Sun Life can help you determine which plan you should claim from first.

|   |   |
|---|---|
| <b>Medical examination</b>                        | We can require you to have a medical examination if you make a claim for benefits. We will pay for the cost of the examination. If you fail or refuse to have this examination, <b>we will not pay</b> any benefit.   |
| <b>Recovering overpayments</b>                    | We have the right to recover all overpayments of benefits either by deducting from other benefits or by any other available legal means.  |
| <b>If you recover damages from another person</b> | <p>We have the right to a part of any money you recover through legal action or settlement from another person, organization or company who caused your disability.</p> <p>If you decide to take legal action, you must comply with the applicable terms of the group contract concerning legal action.</p> <p>If you recover money, you must pay us 75% of your net recovery or the total disability income benefits paid or payable to you under this plan, whichever is less. Your net recovery does not include your legal costs. Seventy-five percent of your net recovery must be held in trust for us.</p> <p>We have the right to withhold or discontinue disability income payments if you refuse or fail to comply with any of these terms.</p> |
| <b>Definitions</b>                                | Here is a list of definitions of some terms that appear in this employee benefits booklet. Other definitions appear in the benefit sections.  |
| <i>Accident</i>                                   | An accident is a bodily injury that occurs solely as a direct result of a violent, sudden and unexpected action from an outside source.   |
| <i>Appropriate treatment</i>                      | Appropriate treatment is defined as any treatment that is performed and prescribed by a doctor or, when Sun Life believes it is necessary, by a medical specialist. It must be the usual and reasonable treatment for the condition and must be provided as frequently as is usually required by the condition. It must not be limited solely to examinations or testing.   |
| <i>Basic earnings</i>                             | Basic earnings are the salary you receive from your employer excluding any bonus, overtime or incentive pay.  |
| <i>Doctor</i>                                     | A doctor is a physician or surgeon who is licensed to practice medicine where that practice is located.   |

***Illness*** An illness is a bodily injury, disease, mental infirmity or sickness. Any surgery needed to donate a body part to another person which causes total disability is an illness.

***Retirement date*** If you are totally disabled, your retirement date is your 65th birthday, unless you have actually retired before then.

***We, our and us*** We, our and us mean Sun Life Assurance Company of Canada.

## Extended Health Care (Medicare Supplement)

|  |  |
|--|--|
| <b>Insurer</b>                             | <i>This benefit is insured by Sun Life Assurance Company of Canada.</i>  |
| <b>General description of the coverage</b> | <p>In this section, <i>you</i> means the employee and all dependents covered for Extended Health Care benefits.</p> <p>Extended Health Care coverage pays for eligible services or supplies for you that are medically necessary for the treatment of an illness.</p> <p>To qualify for this coverage you must be entitled to benefits under a provincial medicare plan or federal government plan that provides similar benefits.</p> <p>An expense must be claimed for the benefit year in which the expense is incurred. You incur an expense on the date the service is received or the supplies are purchased or rented.</p> <p>The benefit year is from January 1 to December 31.</p>  |
| <b>Deductible</b>                          | <p>The deductible is the portion of claims that you are responsible for paying.</p> <p>The deductible is \$25 per family per benefit year.</p> <p>After the deductible has been paid, claims will be paid up to the percentage of coverage under this plan.</p>  |
| <b>Prescription drugs</b>                  | <p>We will cover the cost of the following drugs and supplies that are prescribed by a doctor or dentist and are obtained from a pharmacist. Drugs covered under this plan must have a Drug Identification Number (DIN) in order to be eligible.</p> <ul style="list-style-type: none"><li>■ drugs that legally require a prescription.</li><li>■ life-sustaining drugs that may not legally require a prescription.</li><li>■ injectable drugs and vitamins.</li><li>■ compounded preparations, provided that the principal active ingredient is an eligible expense and has a DIN.</li><li>■ diabetic supplies.</li><li>■ products to help a person quit smoking that legally require a prescription, up to the maximum established under the Québec drug insurance plan.</li><li>■ drugs for the treatment of infertility, up to a lifetime maximum of \$2,400 for each person.</li></ul> |

- vaccines that legally require a prescription.
- intrauterine devices (IUDs) and diaphragms.
- colostomy supplies.
- varicose vein injections.

After you pay the deductible, we will cover 100% of the cost of the above drugs and supplies.

Payments for any single purchase are limited to quantities that can reasonably be used in a 34 day period or, in the case of certain maintenance drugs, in a 100 day period as ordered by a doctor.

**We will not pay for the following, even when prescribed:**

- infant formulas (milk and milk substitutes), minerals, proteins, vitamins and collagen treatments.
- the cost of giving injections, serums and vaccines.
- treatments for weight loss, including drugs, proteins and food or dietary supplements.
- hair growth stimulants.
- drugs for the treatment of sexual dysfunction.
- drugs that are used for cosmetic purposes.
- natural health products, whether or not they have a Natural Product Number (NPN).
- drugs and treatments, and any services and supplies relating to the administration of the drug and treatment, administered in a hospital, on an in-patient or out-patient basis, or in a government-funded clinic or treatment facility.

***Pharmaceutical services  
(rendered by  
pharmacists)***

For employees residing in Québec, we will cover the pharmaceutical services that are covered under the Québec drug insurance plan and apply its requirements.

***Drug substitution limit***

For brand name drugs that have a generic equivalent only: charges in excess of the lowest priced equivalent drug are not covered unless specifically approved by Sun Life. To assess the medical necessity of a higher priced drug, Sun Life will require you and your doctor to complete and submit an exception form.

***Prior authorization program***

The prior authorization (PA) program applies to a limited number of drugs and, as its name suggests, prior approval is required for coverage under the program. If you submit a claim for a drug included in the PA program and you have not been pre-approved, your claim will be declined.

In order for drugs in the PA program to be covered, you need to provide medical information. Please use our PA form to submit this information. Both you and your doctor need to complete parts of the form.

You will be covered for these drugs if the information you and your doctor provide meets our medical criteria. If not, your claim will be declined.

Our prior authorization forms are available from the following sources:

- our website at [www.mysunlife.ca/priorauthorization](http://www.mysunlife.ca/priorauthorization)
- our Customer Care centre by calling toll-free 1-866-881-0583

***Québec drug insurance plan***

For employees residing in Québec, any conditions under this plan that do not meet the requirements under the Québec drug insurance plan are automatically adjusted to meet those requirements.

***Persons age 65 or over residing in Québec***

When a person age 65 or over is eligible for coverage under a provincial drug insurance plan, Sun Life assumes that the person is participating in that plan. However, if the employee is the first to reach age 65, Sun Life assumes that his dependents are also participating in the provincial drug insurance plan. We will not pay any drugs payable entirely or in part by your provincial drug insurance plan.

Please contact Sun Life if you have any questions.

***Other health professionals allowed to prescribe drugs***

We reimburse certain drugs prescribed by other qualified health professionals the same way as if the drugs were prescribed by a doctor or a dentist if the applicable provincial legislation permits them to prescribe those drugs.

**Hospital expenses in your province**

We will cover 100% of the costs for hospital care in the province where you live. The deductible does not apply to these expenses.

We will cover, up to a maximum of 120 days for treatment of an illness due to the same or related causes:

- out-patient services in a hospital, except for any services explicitly excluded under this benefit.
- the difference between the cost of a ward and a semi-private hospital room.
- the difference between the cost of a semi-private and a private hospital room, up to a maximum of \$15 per day.

We will also cover the cost of room and board in a convalescent hospital if this

care has been ordered by a doctor as long as:

- it follows at least 3 consecutive days of in-patient hospitalization,
- it begins within 14 days of release from the hospital, and
- it is primarily for rehabilitation.

The maximum amount payable is the difference between the cost of a ward and a semi-private room up to a maximum of 180 days for treatment of an illness due to the same or related causes.

For purposes of this plan, a *convalescent hospital* is a facility licensed to provide convalescent care and treatment for sick or injured patients on an in-patient basis. Nursing and medical care must be available 24 hours a day. It does not include a nursing home, rest home, home for the aged or chronically ill, sanatorium or a facility for treating alcohol or drug abuse.

A *hospital* is a facility licensed to provide care and treatment for sick or injured patients, primarily while they are acutely ill. It must have facilities for diagnostic treatment and major surgery. Nursing care must be available 24 hours a day. It does not include a nursing home, rest home, home for the aged or chronically ill, sanatorium, convalescent hospital or a facility for treating alcohol or drug abuse or beds set aside for any of these purposes in a hospital.

***Substance abuse  
rehabilitation centre***

We will cover 100% of the cost for the treatment of alcohol or drug abuse in a licensed substance abuse rehabilitation centre, provided the provincial health care plan pays the equivalent of ward level accommodation.

The maximum amount payable is the difference between the cost of a ward and a semi-private room, up to a maximum stay of 30 days. We will cover one treatment is a person's lifetime. The deductible does not apply to these expenses.

**Expenses out of your  
province**

We will cover emergency services while you are outside the province where you live. We will also cover referred services.

For both emergency services and referred services, we will cover the cost of:

- a semi-private hospital room.
- other hospital services provided outside of Canada.
- out-patient services in a hospital.
- the services of a doctor.

Expenses for all other services or supplies eligible under this plan are also covered when they are incurred outside the province where you live, subject to the reimbursement level and all conditions applicable to those expenses.

**Emergency services**

We will pay 100% of the cost of covered emergency services after you pay the deductible.

We will only cover emergency services obtained within 60 days of the date you leave the province where you live. If hospitalization occurs within this period, in-patient services are covered until the date you are discharged.

*Emergency services* mean any reasonable medical services or supplies, including advice, treatment, medical procedures or surgery, required as a result of an emergency. When a person has a chronic condition, emergency services do not include treatment provided as part of an established management program that existed prior to the person leaving the province where the person lives.

*Emergency* means an acute illness or accidental injury that requires immediate, medically necessary treatment prescribed by a doctor.

At the time of an emergency, you or someone with you must contact Sun Life's Emergency Travel Assistance provider, AZGA Service Canada Inc. (*Allianz Global Assistance*). All invasive and investigative procedures (including any surgery, angiogram, MRI, PET scan, CAT scan), must be pre-authorized by Allianz Global Assistance prior to being performed, except in extreme circumstances where surgery is performed on an emergency basis immediately following admission to a hospital.

If contact with Allianz Global Assistance cannot be made before services are provided, contact with Allianz Global Assistance must be made as soon as possible afterwards. If contact is not made and emergency services are provided in circumstances where contact could reasonably have been made, then Sun Life has the right to deny or limit payments for all expenses related to that emergency.

An emergency ends when you are medically stable to return to the province where you live.

**Emergency services excluded from coverage**

Any expenses related to the following emergency services are not covered:

- services that are not immediately required or which could reasonably be delayed until you return to the province where you live, unless your medical condition reasonably prevents you from returning to that province prior to receiving the medical services.
- services relating to an illness or injury which caused the emergency, after such emergency ends.
- continuing services, arising directly or indirectly out of the original emergency or any recurrence of it, after the date that Sun Life or Allianz Global Assistance, based on available medical evidence, determines that you can be returned to the province where you live, and you refuse to return.

- services which are required for the same illness or injury for which you received emergency services, including any complications arising out of that illness or injury, if you had unreasonably refused or neglected to receive the recommended medical services.
- where the trip was taken to obtain medical services for an illness or injury, services related to that illness or injury, including any complications or any emergency arising directly or indirectly out of that illness or injury.

**Referred services** *Referred services* must be for the treatment of an illness and ordered in writing by a doctor located in the province where you live. We will pay 100% of the costs of referred services after you pay the deductible. Your provincial medicare plan must agree in writing to pay benefits for the referred services.

All referred services must be:

- obtained in Canada, if available, regardless of any waiting lists, and
- covered by the medicare plan in the province where you live.

However, if referred services are not available in Canada, they may be obtained outside of Canada.

**Emergency services out of your province** Expenses incurred for emergency services outside the province where you live are subject to a lifetime maximum of \$1 000 000 per person or, if lower, any other applicable lifetime maximum.

**Medical services and equipment** We will cover 100% of the costs, after you pay the deductible, for the medical services listed below when ordered by a doctor (the services of a dentist do not require a doctor's order).

- out-of-hospital private duty nurse services when medically necessary. Services must be for nursing care, and not for custodial care. The private duty nurse must be a nurse, or nursing assistant who is licensed, certified or registered in the province where you live and who does not normally live with you. The services of a registered nurse are eligible only when someone with lesser qualifications cannot perform the duties. There is a limit of \$10,000 per person per benefit year.
- transportation in a licensed ambulance if medically necessary, that takes you to and from the nearest hospital that is able to provide the necessary medical services.
- transportation in a licensed air ambulance if medically necessary, that takes you to the nearest hospital that provides the necessary emergency services.
- the following diagnostic services rendered out of a hospital, except if the covered person's provincial plan prohibits payment of these expenses:

- 
- laboratory tests, up to a maximum of \$1,250 per person in a benefit year.
  - ultrasounds, x-rays, electrocardiograms, mammographies, thermographies, magnetic resonance imaging (M.R.I.) and tomography (Scan), up to a combined maximum of \$1,000 per person in a benefit year.
  - dental services, including braces and splints, to repair damage to natural teeth caused by an accidental blow to the mouth that occurs while you are covered. These services must be received within 12 months of the accident. We will not cover more than the fee stated in the Dental Association Fee Guide for a general practitioner in the province where the employee lives. The guide must be the current guide at the time that treatment is received.
  - wigs following chemotherapy, up to a lifetime maximum of \$200 per person. Wigs do not require a doctor's order.
  - medically necessary equipment rented, or purchased at our request, that meets your basic medical needs. If alternate equipment is available, eligible expenses are limited to the cost of the least expensive equipment that meets your basic medical needs. For expenses incurred for a wheelchair, coverage is limited to the use of a manual wheelchair, except if the person's medical condition warrants the use of an electric wheelchair.
  - casts, splints, trusses, braces or crutches.
  - breast prostheses required as a result of surgery, up to a maximum of one prosthesis per person per benefit year and up to a maximum of 2 surgical brassieres per person per benefit year.
  - breast implants.
  - artificial limbs and eyes, including myoelectric appliances (and their repairs) up to a maximum of \$10,000 per prosthesis. Repair charges **are not** included in this maximum.
  - stump socks.
  - elastic support stockings, including pressure gradient hose, up to a maximum of 20 pairs per person in a benefit year.
  - custom-made orthotic inserts for shoes, when prescribed by a doctor, podiatrist or chiropodist, including the cost of x-rays and doctor's fees related to the orthotic.
  - hearing aids prescribed by an ear, nose and throat specialist, up to a maximum of \$500 per person over a period of 60 months. Repairs are included in this maximum.

- intraocular lens implants, contact lenses or first pair of eyeglasses after a cataract surgery, when prescribed by an ophthalmologist or licensed optometrist, up to a maximum of \$200 per surgery.
- radiotherapy or coagulotherapy.
- oxygen, plasma and blood transfusions.
- glucometers prescribed by a diabetologist or a specialist in internal medicine, up to maximum of one monitor per person over a period of 4 benefit years.
- services of a doctor for completion of a medical certificate or note to justify a disability claim or an absence from work, up to a maximum of \$50 per certificate or note. Only employees are eligible for these expenses.

**Paramedical services**

We will cover 100% of the costs, up to the maximum indicated below for each category of paramedical specialists. The deductible does not apply to these expenses.

- licensed psychologists, up to a maximum of \$500 per person in a benefit year.
- licensed physiotherapists, up to a maximum of \$2,000 per person per benefit year. However, once the benefit year maximum has been reached, the person will be eligible for an additional \$3,000 for that benefit year if additional treatments are ordered by a doctor.

We will also cover 100% of the costs, up to a combined maximum of \$600 per person per benefit year for the paramedical specialists listed below. The deductible does not apply to these expenses.

- licensed chiropractors, including x-ray examinations.
- licensed osteopaths or osteopathic practitioners, including x-ray examinations.

**Vision care**

We will cover the cost of contact lenses, eyeglasses or laser eye correction surgery. Contact lenses or eyeglasses must be prescribed by an ophthalmologist or licensed optometrist and obtained from an ophthalmologist, licensed optometrist or optician. Laser eye correction surgery must be performed by an ophthalmologist.

We will cover 100% of these costs up to a maximum of \$400 per person over 2 benefit years.

We will also cover 100% of the costs for the services of an ophthalmologist or licensed optometrist, up to a maximum of 1 examination per person over 2 benefit years.

The deductible does **not** apply to vision care expenses.

We will not pay for sunglasses, magnifying glasses, or safety glasses of any kind, unless they are prescription glasses needed for the correction of vision.

**When coverage ends**

Extended Health Care coverage will end when the employee retires. Coverage will then be transferred to the retirees' division.

Coverage may also end on an earlier date, as specified in *General Information*.

**Payments after coverage ends**

If you are totally disabled when your coverage ends, benefits will continue for expenses that result from the illness that caused the total disability, if the expenses are incurred:

- during the uninterrupted period of total disability,
- within 90 days of the end of coverage, and
- while this provision is in force.

For the purpose of this provision, a dependent is totally disabled if prevented by illness from performing the dependent's normal activities.

If the Extended Health Care benefit terminates, coverage for dental services to repair natural teeth damaged by an accidental blow will continue, if the accident occurred while you were covered, and the procedure is performed within 6 months after the date of the accident.

**What is not covered****We will not pay for the costs of:**

- services or supplies payable or available (regardless of any waiting list) under any government-sponsored plan or program, except as described below under *Integration with government programs*.
- services or supplies to the extent that their costs exceed the reasonable and usual rates in the locality where the services or supplies are provided.
- equipment that Sun Life considers ineligible (examples of this equipment are orthopaedic mattresses, exercise equipment, air-conditioning or air-purifying equipment, whirlpools, humidifiers, and equipment used to treat seasonal affective disorders).
- any services or supplies that are not usually provided to treat an illness, including experimental treatments.
- services or supplies that are not approved by Health Canada or other government regulatory body for the general public.
- services or supplies that are not generally recognized by the Canadian medical profession as effective, appropriate and required in the treatment of an illness in accordance with Canadian medical standards.

- services or supplies that do not qualify as medical expenses under the Income Tax Act (Canada).
- services or supplies for which no charge would have been made in the absence of this coverage.

**We will not pay** benefits when the claim is for an illness resulting from:

- the hostile action of any armed forces, insurrection or participation in a riot or civil commotion.
- any work for which you were compensated that was not done for the employer who is providing this plan.
- participation in a criminal offence.

**Integration with government programs**

This plan will integrate with benefits payable or available under the government-sponsored plan or program (the *government program*).

The covered expense under this plan is that portion of the expense that is not payable or available under the government program, regardless of:

- whether you have made an application to the government program,
- whether coverage under this plan affects your eligibility or entitlement to any benefits under the government program, or
- any waiting lists.

**Government cutback**

Extended Health Care coverage is provided in conjunction with government-sponsored plans or programs, and is based on the presumption that the services or supplies currently payable under these plans or programs will not be reduced or eliminated. If coverage of a service or supply under any government-sponsored plan or program is reduced or eliminated, the expenses which cease to be covered will not be automatically covered by this plan.

**When and how to make a claim**

To make a claim, complete the claim form that is available from Sun Life.

In order for you to receive benefits, we must receive the claim no later than 90 days after the earlier of:

- the end of the benefit year during which you incur the expenses, or
- the end of your Extended Health Care coverage.

## Emergency Travel Assistance

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|--|--|
| <b>Insurer</b>                             | <i>This benefit is insured by Sun Life Assurance Company of Canada.</i>  |
| <b>General description of the coverage</b> | <p>In this section, <i>you</i> means the employee and all dependents covered for Emergency Travel Assistance benefits.</p> <p>If you are faced with a medical emergency when travelling outside of the province where you live, AZGA Service Canada Inc. (<i>Allianz Global Assistance</i>) can help.</p> <p><i>Emergency</i> means an acute illness or accidental injury that requires immediate, medically necessary treatment prescribed by a doctor.</p> <p>This benefit, called <b>Medi-Passport</b>, supplements the emergency portion of your Extended Health Care coverage. It only covers emergency services that you obtain within 60 days of leaving the province where you live. If hospitalization occurs within this time period, in-patient services are covered until you are discharged.</p> <p>The Medi-Passport coverage is subject to any maximum applicable to the emergency portion of the Extended Health Care benefit. The emergency services excluded from coverage, and all other conditions, limitations and exclusions applicable to your Extended Health Care coverage also apply to Medi-Passport.</p> <p>We recommend that you bring your Travel card with you when you travel. It contains telephone numbers and the information needed to confirm your coverage and receive assistance.</p> |
| <b>Getting help</b>                        | <p><b>At the time of an emergency, you or someone with you must contact Allianz Global Assistance. If contact with Allianz Global Assistance cannot be made before services are provided, contact with Allianz Global Assistance must be made as soon as possible afterwards. If contact is not made and emergency services are provided in circumstances where contact could reasonably have been made, then Sun Life has the right to deny or limit payments for all expenses related to that emergency.</b></p> <p>Access to a fully staffed coordination centre is available 24 hours a day. Please consult the telephone numbers on the Travel card.</p> <p>Allianz Global Assistance may arrange for:</p>  |
| <b>On the spot medical assistance</b>      | <p>Allianz Global Assistance will provide referrals to physicians, pharmacists and medical facilities.</p> <p>As soon as Allianz Global Assistance is notified that you have a medical emergency, its staff, or a physician designated by Allianz Global Assistance, will, when necessary, attempt to establish communications with the attending medical</p>  |

personnel to obtain an understanding of the situation and to monitor your condition. If necessary, Allianz Global Assistance will also guarantee or advance payment of the expenses incurred to the provider of the medical service.

Allianz Global Assistance will provide translation services in any major language that may be needed to communicate with local medical personnel.

Allianz Global Assistance will transmit an urgent message from you to your home, business or other location. Allianz Global Assistance will keep messages to be picked up in its offices for up to 15 days.

**Transportation home or to a different medical facility**

Allianz Global Assistance may determine, in consultation with an attending physician, that it is necessary for you to be transported under medical supervision to a different hospital or treatment facility or to be sent home.

In these cases, Allianz Global Assistance will arrange, guarantee, and if necessary, advance the payment for your transportation.

Sun Life or Allianz Global Assistance, based on available medical evidence, will make the final decision whether you should be moved, when, how and to where you should be moved and what medical equipment, supplies and personnel are needed.

**Meals and accommodations expenses**

If your return trip is delayed or interrupted due to a medical emergency or the death of a person you are travelling with who is also covered by this benefit, Allianz Global Assistance will arrange for your meals and accommodations at a commercial establishment. We will pay a maximum of \$150 a day for each person for up to 7 days.

Allianz Global Assistance will arrange for meals and accommodations at a commercial establishment, if you have been hospitalized due to a medical emergency while away from the province where you live and have been released, but, in the opinion of Allianz Global Assistance, are not yet able to travel. We will pay a maximum of \$150 a day for up to 5 days.

**Travel expenses home if stranded**

Allianz Global Assistance will arrange and, if necessary, advance funds for transportation to the province where you live:

- for you, if due to a medical emergency, you have lost the use of a ticket home because you or a dependent had to be hospitalized as an in-patient, transported to a medical facility or repatriated; or
- for a child who is under the age of 16, or mentally or physically handicapped, and left unattended while travelling with you when you are hospitalized outside the province where you live, due to a medical emergency.

If necessary, in the case of such a child, Allianz Global Assistance will also make arrangements and advance funds for a qualified attendant to accompany them

home. The attendant is subject to the approval of you or a member of your family.

We will pay a maximum of the cost of the transportation minus any redeemable portion of the original ticket.

**Travel expenses of family members**

Allianz Global Assistance will arrange and, if necessary, advance funds for one round-trip economy class ticket for a member of your immediate family to travel from their home to the place where you are hospitalized if you are hospitalized for more than 7 consecutive days, and:

- you are travelling alone, or
- you are travelling only with a child who is under the age of 16 or mentally or physically handicapped.

We will pay a maximum of \$150 a day for the family member's meals and accommodations at a commercial establishment up to a maximum of 7 days.

**Repatriation**

If you die while out of the province where you live, Allianz Global Assistance will arrange for all necessary government authorizations and for the return of your remains, in a container approved for transportation, to the province where you live. We will pay a maximum of \$5,000 per return.

**Vehicle return**

Allianz Global Assistance will arrange and, if necessary, advance funds up to \$500 for the return of a private vehicle to the province where you live or a rental vehicle to the nearest appropriate rental agency if death or a medical emergency prevents you from returning the vehicle.

**Lost luggage or documents**

If your luggage or travel documents become lost or stolen while you are travelling outside of the province where you live, Allianz Global Assistance will attempt to assist you by contacting the appropriate authorities and by providing directions for the replacement of the luggage or documents.

**Coordination of coverage**

You do not have to send claims for doctors' or hospital fees to your provincial medicare plan first. This way you receive your refund faster. Sun Life and Allianz Global Assistance coordinate the whole process with most provincial plans and all insurers, and send you a cheque for the eligible expenses. Allianz Global Assistance will ask you to sign a form authorizing them to act on your behalf.

If you are covered under this group plan and certain other plans, we will coordinate payments with the other plans in accordance with guidelines adopted by the Canadian Life and Health Insurance Association.

The plan from which you make the first claim will be responsible for managing and assessing the claim. It has the right to recover from the other plans the expenses that exceed its share.

**Limits on advances**

Advances will not be made for requests of less than \$200. Requests in excess of \$200 will be made in full up to a maximum of \$10,000.

**Reimbursement of expenses**

The maximum amount advanced will not exceed \$10,000 per person per trip unless this limit will compromise your medical care.

If, after obtaining confirmation from Allianz Global Assistance that you are covered and a medical emergency exists, you pay for services or supplies that were eligible for advances, Sun Life will reimburse you.

To receive reimbursement, you must provide Sun Life with proof of the expenses within 30 days of returning to the province where you live. Sun Life can provide you with the appropriate claim form.

**Your responsibility for advances**

You will have to reimburse Sun Life for any of the following amounts advanced by Allianz Global Assistance:

- any amounts which are or will be reimbursed to you by your provincial medicare plan.
- that portion of any amount which exceeds the maximum amount of your coverage under this plan.
- amounts paid for services or supplies not covered by this plan.
- amounts which are your responsibility, such as deductibles and the percentage of expenses payable by you.

Sun Life will bill you for any outstanding amounts. Payment will be due when the bill is received. You can choose to repay Sun Life over a 6 month period, with interest at an interest rate established by Sun Life from time to time. Interest rates may change over the 6 month period.

**Limits on Emergency Travel Assistance coverage**

There are countries where Allianz Global Assistance is not currently available for various reasons. For the latest information, please call Allianz Global Assistance before your departure.

Allianz Global Assistance reserves the right to suspend, curtail or limit its services in any area, without prior notice, because of:

- a rebellion, riot, military up-rising, war, labour disturbance, strike, nuclear accident or an act of God.
- the refusal of authorities in the country to permit Allianz Global Assistance to fully provide service to the best of its ability during any such occurrence.

**Liability of Sun Life or Allianz Global Assistance**

Neither Sun Life nor Allianz Global Assistance will be liable for the negligence or other wrongful acts or omissions of any physician or other health care professional providing direct services covered under this group plan.

## Dental Care

**Insurer**

*This benefit is insured by Sun Life Assurance Company of Canada.*

**General description of the coverage**

In this section, *you* means the employee and all dependents covered for Dental Care benefits.

Dental Care coverage pays for eligible expenses that you incur for dental procedures provided by a licensed dentist, denturist, dental hygienist and anaesthetist while you are covered by this group plan.

For each dental procedure, we will only cover reasonable expenses. We will not cover more than the fee stated in the Dental Association Fee Guide for general practitioners in the province where the treatment is received. Payments will be based on the current guide at the time the treatment is received.

If services are provided by a board qualified specialist in endodontics, prosthodontics, oral surgery, periodontics, paedodontics or orthodontics whose dental practice is limited to that speciality, then the fee guide approved by the provincial Dental Association for that specialist will be used.

When a fee guide is not published for a given year, the term *fee guide* may also mean an adjusted fee guide established by Sun Life.

When deciding what we will pay for a procedure, we will first find out if other or alternate procedures could have been done. These alternate procedures must be part of usual and accepted dental work and must obtain as adequate a result as the procedure that the dentist performed. **We will not pay** more than the reasonable cost of the least expensive alternate procedure.

For an implant related crown or prosthesis, we will pay the benefit that would have been payable under this plan for a tooth supported crown or a non implant related prosthesis, respectively. We will take into account any limitations that would have applied if there had been no implant. All other expenses related to implants, including surgery charges, are not covered.

If you receive any temporary dental service, it will be included as part of the final dental procedure used to correct the problem and not as a separate procedure. The fee for the permanent service will be used to determine the usual and reasonable charge for the final dental service.

An expense must be claimed for the benefit year in which the expense is incurred. You incur an expense on the date your dentist performs a single appointment procedure or an orthodontic procedure. For other procedures which take more

than one appointment, you incur an expense once the entire procedure is completed.

The benefit year is from January 1 to December 31.

**Deductible**

There is no deductible for this coverage.

**Benefit year maximum**

- We will not pay** more than:
- \$1,350 per person for each benefit year for Preventive and Basic dental procedures combined.
  - \$2,500 per person for each benefit year for Major dental procedures.

If your coverage starts in the second half of a benefit year, the maximum amount for that benefit year will be reduced by 50%.

**Lifetime maximum**

The maximum amount we will pay for all Orthodontic procedures in a person's lifetime is \$2,500.

**Predetermination**

We suggest that you send us an estimate, before the work is done, for any major treatment or any procedure that will cost more than \$200. You should send us a completed dental claim form that shows the treatment that the dentist is planning and the cost. Both you and the dentist will have to complete parts of the claim form. We will tell you how much of the planned treatment is covered. This way you will know how much of the cost you will be responsible for before the work is done.

**Preventive dental procedures**

Your dental benefits include procedures used to help prevent dental problems. They are procedures that a dentist performs regularly to help maintain good dental health.

We will pay 100% of the eligible expenses for these procedures.

*Oral examinations*

1 complete examination every 24 months.

1 recall examination every 9 months.

Specialty examinations.

Emergency or specific examinations.

*X-rays*

1 complete series of x-rays up to a maximum of 15 films and 1 panorex every 24 months.

1 set of bitewing x-rays every 9 months.

Occlusal x-rays.

Extra oral x-rays.

X-rays to diagnose or examine progress.

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| <i>Other services</i>          | <p>Required consultations with another dentist.</p> <p>Diagnostic tests and laboratory examinations.</p> <p>Oral hygiene instruction once every 9 months.</p> <p>Polishing (cleaning of teeth) and topical fluoride treatment, 1 treatment every 9 months.</p> <p>Space maintainers and maintenance, only when provided for missing central or lateral teeth.</p> <p>Removal of impacted teeth and related anaesthesia.</p> <p>Appliances for the control of harmful habits and their maintenance.</p> <p>Interproximal discing.</p> <p>Other related services.</p> |
| <b>Basic dental procedures</b> | <p>Your dental benefits include procedures used to treat basic dental problems. Some examples are filling cavities and extracting teeth.</p> <p>We will pay 100% of the eligible expenses for these procedures.</p>   |
| <i>Fillings</i>                | <p>Amalgam, composite, acrylic fillings or equivalent. Replacements must be separated by at least 24 months.</p> <p>Caries, trauma and pain control.</p> <p>Retentive pins and prefabricated posts for fillings.</p>  |
| <i>Extraction of teeth</i>     | <p>Removal of teeth, except removal of impacted teeth (<i>Preventive dental procedures</i>).</p>  |
| <i>Basic restorations</i>      | <p>Prefabricated metal restorations and repairs to prefabricated metal restorations, other than in conjunction with the placement of permanent crowns.</p>  |
| <i>Endodontics</i>             | <p>Root canal therapy and root canal fillings, and treatment of disease of the pulp tissue.</p>   |
| <i>Periodontics</i>            | <p>Treatment of disease of the gum and other supporting tissue.</p> <p>Scaling and root planing. Limited to 8 units of 15 minutes per benefit year.</p> <p>Occlusal adjustment and equilibration. Limited to a combined lifetime maximum of 8 units of 15 minutes.</p>  |
| <i>Oral surgery</i>            | <p>Surgery and related anaesthesia, other than: removal of impacted teeth (<i>Preventive dental procedures</i>).</p> <p>Surgical exposure of teeth.</p>   |

Minor alveoplasty, gingivoplasty and stomatoplasty.

Surgical incisions and excisions.

Treatment of fractures.

Treatment of maxillofacial deformities.

Palatal obturators, excluding cleft palate obturators.

*Relining or rebasing dentures*

This procedure includes 3 month follow-up care.

**Major dental procedures**

Your dental benefits include procedures used to treat major dental problems. Some examples are crowns, dentures or bridges.

We will pay 80% of the eligible expenses for these procedures.

*Major restorations*

Onlays, crowns and repairs to crowns, other than prefabricated metal restorations (*Basic dental procedures*). Replacements must be separated by at least 5 years.

Retentive pins with crowns. Replacements must be separated by at least 5 years.

Posts and cores with crowns. Replacements must be separated by at least 5 years.

*Prosthodontics*

Construction and insertion of bridges, partial or standard dentures, limited to teeth extracted while you are covered under this plan. Charges for a replacement bridge or replacement partial or standard denture are not considered an eligible expense during the 5 year period following the construction or insertion of a previous bridge or partial or standard denture unless:

- an initial opposing appliance is placed.
- the extraction of additional teeth and the existing appliance cannot be economically modified to the final shape required.

*Repairing, relining or rebasing dentures*

You are covered for 1 reline or rebase in any 36 month period.

*Denture related surgery*

Surgical services for remodelling and recontouring oral tissues.

Surgical excisions.

Alveoloplasty, stomatoplasty and vestibuloplasty.

Other related services.

**Orthodontic procedures**

Your dental benefits include procedures used to treat misaligned or crooked teeth.

We will pay 75% of the eligible expenses for these procedures.

Coverage includes orthodontic examinations, including orthodontic diagnostic services and fixed or removable appliances such as braces.

The following orthodontic procedures are covered:

- interceptive, interventive or preventive orthodontic services, other than space maintainers (*Preventive dental procedures*).
- comprehensive orthodontic treatment, using a removable or fixed appliance, or combination of both. This includes diagnostic procedures, formal treatment and retention.

**When coverage ends** Dental Care coverage will end when the employee retires.

Coverage may also end on an earlier date, as specified in *General Information*.

**Payments after coverage ends** If the Dental Care benefit terminates, you will still be covered for procedures to repair natural teeth damaged by an accidental blow if the accident occurred while you were covered, and the procedure is performed within 12 months after the date of the accident.

**What is not covered** We will not pay for services or supplies payable or available (regardless of any waiting list) under any government-sponsored plan or program unless explicitly listed as covered under this benefit.

**We will not pay for services or supplies that are not usually provided to treat a dental problem, including experimental treatments.**

**We will not pay for:**

- pit and fissure sealants.
- procedures performed primarily to improve appearance.
- the replacement of dental appliances that are lost, misplaced or stolen.
- charges for appointments that you do not keep.
- charges for completing claim forms.
- services or supplies for which no charge would have been made in the absence of this coverage.
- supplies usually intended for sport or home use, for example, mouthguards.
- procedures or supplies used in full mouth reconstructions (capping all of the teeth in the mouth), vertical dimension corrections (changing the way the teeth meet) including attrition (worn down teeth) and temporomandibular joint (TMJ) treatment, alteration or restoration of occlusion (building up and restoring the bite), or for the purpose of prosthetic splinting (capping teeth and joining teeth together to provide additional support).

**We will also not pay for dental work resulting from:**

- the hostile action of any armed forces, insurrection or participation in a riot or civil commotion.
- participation in a criminal offence.

**When and how to make a claim**

To make a claim, complete the claim form that is available from Sun Life. The dentist will have to complete a section of the form.

In order for you to receive benefits, we must receive a claim no later than 90 days after the earlier of:

- the end of the benefit year during which you incur the expenses, or
- the end of your Dental Care coverage.

We can require that you give us the dentist's statement of the treatment received, pre-treatment x-rays and any additional information that we consider necessary.

## Short-Term Disability (Weekly Indemnity)

**Insurer**

*This benefit is insured by Sun Life Assurance Company of Canada.*

**General description of the coverage**

Short-Term Disability coverage provides a benefit if you become totally disabled. You qualify for this benefit if you present proof of claim acceptable to Sun Life that:

- you became totally disabled while covered, and
- you have been following appropriate treatment for the disability since its onset.

For the purposes of your Short-Term Disability coverage, you will be considered totally disabled while you are continuously unable due to an illness (including a vasectomy) to do the essential duties of your own occupation.

Your benefits will be based on your coverage on the date you became totally disabled. Benefits are paid at the end of each week for which you are entitled to payments.

**When disability payments begin**

If you become totally disabled because of an **accident** and your total disability begins within 30 days of the accident, you will be eligible for Short-Term Disability payments on the date you become totally disabled or the first day you consult a doctor, whichever is later.

If you become totally disabled because of an **illness**, you will be eligible for Short-Term Disability payments after 2 days of uninterrupted total disability or the first day you consult a doctor, whichever is later.

If you are totally disabled for part of any week, we will pay 1/7 of the weekly benefit for each day you are totally disabled.

If you become totally disabled during a lay-off or approved leave and your coverage continues during this time, you will be eligible for benefit payments following your recall or scheduled return to full-time work with your employer. You must have been totally disabled for at least 2 uninterrupted days in the case of illness and still be totally disabled on the date you are recalled or scheduled to return to full-time work with your employer. In the case of an accident, you must be totally disabled on the date you are recalled or scheduled to return to full-time work.

**Interrupted periods of disability**

If you had a total disability for which we paid Short-Term Disability benefits and total disability occurs again due to the same or related causes, we will consider it a continuation of your previous total disability if it occurs within 2 weeks of the end of your previous disability. You must be covered when the total disability reoccurs.

These benefits will be based on your coverage as it existed on the original date of total disability and will be paid for no longer than the rest of the maximum benefit period.

**What we will pay**

Here is how we calculate your Short-Term Disability payments. All references to income in this disability provision are to the gross amounts before any deductions.

Step 1: We take 70% of your weekly basic earnings.

If your Short-Term Disability benefit is less than the benefit that would be payable under the Employment Insurance Act, your basic earnings will be increased by the amount of bonus, commission, overtime or incentive pay earned on a regular basis, required to calculate the amount of benefit payable under the Employment Insurance Act.

Step 2: We subtract any income provided to you:

- under a motor vehicle insurance plan which provides disability benefits as long as any benefits payable under the Employment Insurance Act are not taken into account when determining the amount of benefits payable under the motor vehicle insurance plan, and as long as the law does not prohibit such a deduction.
- under the Québec Parental Insurance Plan.

After the first 17 weeks of total disability, when the maximum benefit period is more than 17 weeks, we also subtract any income provided to you:

- for the same or a subsequent disability under any government-sponsored plan, including amounts payable on behalf of a dependent, but excluding employment insurance benefits and automatic cost-of-living increases that occur after benefits begin.

The result from Step 2 is the amount you would normally receive as a Short-Term Disability payment. However, if the amount calculated under Step 2, plus the above sources of income, exceeds 85% of your pre-disability basic earnings (after income tax, if the benefit is non-taxable), your Short-Term Disability payment is reduced by the excess.

If you are eligible for any of the income amounts above and do not apply for them, we will still consider them part of your income. We can estimate those benefits and use those amounts when we calculate your payments.

If you receive any of the income amounts above in a lump sum, we will determine the equivalent compensation this represents on a weekly basis using generally accepted accounting principles.

We will not take into account any benefits that began before your disability began. However, increases in those benefits as a result of your disability will be taken into account.

We have the right to adjust your benefit payments when necessary.

**Maternity / parental  
leave of absence**

Maternity leave agreed to with your employer will begin on the date you and your employer have agreed will be the start of your leave or the date the child is born, whichever is earlier. The leave will end on the date you and your employer have agreed that you will return to active, full-time work or the actual date you return to active, full-time work, whichever is earlier.

Parental leave is the period of time that you and your employer have agreed on.

Sun Life will determine any portions of a maternity or parental leave which are voluntary and any portions which are health-related. The health-related portion of the leave is the period in which a woman can establish, through appropriate medical documentation, that she is unable to work for health reasons related to childbirth or recovery from childbirth.

Short-Term Disability benefits will only be payable for health-related portions of the leave where necessary in order to comply with requirements such as employment standards, human rights and employment insurance, after you have been disabled for 2 days, provided your coverage has been continued.

**Rehabilitation program**

You may be required to participate in a rehabilitation program approved by Sun Life in writing.

It may include the involvement of our rehabilitation specialist, part-time work, working in another occupation or vocational training to help you become capable of full-time employment.

Sun Life is under no obligation to approve or continue a rehabilitation program for an employee. We will consider such factors as financial considerations and our opinion on the merits of rehabilitation.

During your rehabilitation program, you may receive Short-Term Disability payments plus income from other sources. However, the Short-Term Disability payments will be reduced to 70% for the days that you are not working. If during any week your total income is more than 100% of your basic earnings when your disability began (less provincial and federal income taxes if your benefit is non-taxable), your Short-Term Disability payment will be reduced by the excess.

You should consider participating in a rehabilitation program as soon as possible after becoming totally disabled.

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| <b>When payments end</b>            | Your Short-Term Disability payments end on the earlier of the following dates: <ul style="list-style-type: none"><li>■ the date you are no longer totally disabled.</li><li>■ the end of a maximum benefit period of 26 weeks of payment.</li><li>■ the date you retire on pension.</li><li>■ the date you die.</li></ul>  |
| <b>When coverage ends</b>           | Your Short-Term Disability coverage will end when you retire. Coverage may also end on an earlier date, as specified in <i>General Information</i> .   |
| <b>Payments after coverage ends</b> | If the Short-Term Disability benefit terminates while you are totally disabled, you are entitled to continue receiving payments, as long as your total disability is uninterrupted, as if the benefit were still in effect.  |
| <b>What is not covered</b>          | <p><b>We will not pay benefits for any period:</b></p> <ul style="list-style-type: none"><li>■ you are not receiving appropriate treatment.</li><li>■ that you do any work for wage or profit except as approved by Sun Life.</li><li>■ you are not participating in an approved rehabilitation program, if required by Sun Life.</li><li>■ you are on a leave of absence, strike or lay-off except as stated under <i>Maternity / parental leave of absence</i>. However, if you become totally disabled before a notice of separation is given, payments continue while you are totally disabled, but not beyond the end of the maximum benefit period.</li><li>■ you are absent from Canada longer than 4 weeks due to any reason, unless Sun Life agrees in writing in advance to pay benefits during the period.</li><li>■ you are serving a prison sentence or are confined in a similar institution.</li></ul> <p>We will not consider you totally disabled if your disability results from drug or alcohol abuse. However, this limitation will not apply while you are participating in a Sun Life approved treatment program or you have an organic disease which would cause total disability even if drug and alcohol abuse ended.</p> <p><b>We will not pay</b> if benefits are payable to you under any Workers' Compensation Act or similar legislation.</p> <p><b>We will not pay for total disability resulting from:</b></p> <ul style="list-style-type: none"><li>■ the hostile action of any armed forces, insurrection or participation in a riot or civil commotion.</li><li>■ intentionally self-inflicted injuries or attempted suicide, while sane or insane.</li></ul> |

- participation in a criminal offence.

**When and how to make a claim**

To make a claim, claim forms that are available from Sun Life must be completed. You, the attending doctor and your employer will all have to complete claim forms.

In order for you to receive benefits, we must receive these forms no later than 30 days after your total disability begins.

We will assess the claim and send you or your employer a letter outlining our decision.

From time to time, Sun Life can require that you provide us with proof of your total disability. If you do not provide this information within 90 days of the request, you will not be entitled to benefits.

## Long-Term Disability

**Insurer**

*This benefit is insured by Sun Life Assurance Company of Canada.*

**General description of the coverage**

Long-Term Disability coverage provides a benefit to you if you are totally disabled. You qualify for this benefit if you provide proof of claim acceptable to Sun Life that:

- you became totally disabled while covered, and
- you have been following appropriate treatment for the disability since its onset.

For your Long-Term Disability coverage,

- during the elimination period and the following 24 months (this period is known as the **own occupation period**), you will be considered totally disabled due to an illness while you are continuously unable to do the essential duties of your own occupation, and
- afterwards, you will be considered totally disabled if you are continuously unable due to an illness to do any occupation for which you are or may become reasonably qualified by education, training or experience.

Benefits are paid at the end of each month and are based on your coverage on the date you became totally disabled.

If you are totally disabled for part of any month, we will pay 1/30 of the monthly benefit for each day you are totally disabled.

**When disability payments begin**

Your Long-Term Disability payments begin after you have been totally disabled for an uninterrupted period of 26 weeks after the last day benefits are payable under any short-term disability, loss of income or other salary continuation plan, whichever is later.

This period, which must be completed before disability benefits become payable, is the **elimination period**.

If you become totally disabled during a lay-off or approved leave and your coverage continues during this time, you will be eligible for benefit payments following your recall or scheduled return to full-time work with your employer. You must have been totally disabled for an uninterrupted period of 26 weeks and still be totally disabled on the date you are recalled or scheduled to return to full-time work with your employer.

**What we will pay**

Here is how we calculate your Long-Term Disability payments. All references to income in this disability provision are to the gross amounts before any deductions.

Step 1: We take 70% of your monthly basic earnings up to a maximum of \$6,000.

Step 2: We subtract any income provided to you:

- for the same or a subsequent disability under any government-sponsored plan, excluding dependent benefits, employment insurance benefits and automatic cost-of-living increases under any government-sponsored plan that occur after benefits begin.
- for any disability under any Workers' Compensation Act or similar law, excluding automatic cost-of-living increases that occur after benefits begin.
- under a motor vehicle insurance plan which provides disability benefits to the extent that the law does not prohibit such a deduction.
- under a group plan, including any coverage resulting from your membership in an association of any kind.
- under a retirement or pension plan funded in whole or in part by the employer, as a result of your disability or a medical condition.
- under any Criminal Injuries Compensation Act or similar law, where allowed by law.
- under the Québec Parental Insurance Plan.

The result from Step 2 is the amount you will normally receive.

If this amount plus the above sources of income exceeds 85% of your pre-disability basic earnings, we will reduce your Long-Term Disability payment by the excess. If your benefit is non-taxable, the maximum will be 85% of your pre-disability basic earnings after income tax.

If you are eligible for any of the income amounts above and do not apply for them, we will still consider them part of your income. We can estimate those benefits and use those amounts when we calculate your payments.

If you receive any of the income amounts above in a lump sum, we will determine the equivalent compensation this represents on a monthly basis using generally accepted accounting principles.

We will not take into account any benefits that began before your disability began. However, increases in those benefits as a result of your disability will be taken into account.

We have the right to adjust your benefit payments when necessary.

**Maternity / parental  
leave of absence**

Maternity leave agreed to with your employer will begin on the date you and your employer have agreed will be the start of your leave or the date the child is born, whichever is earlier. The leave will end on the date you and your employer have agreed that you will return to active, full-time work or the actual date you return to active, full-time work, whichever is earlier.

Parental leave is the period of time that you and your employer have agreed on.

Sun Life will determine any portions of a maternity or parental leave which are voluntary and any portions which are health-related. The health-related portion of the leave is the period in which a woman can establish, through appropriate medical documentation, that she is unable to work for health reasons related to childbirth or recovery from childbirth.

Long-Term Disability benefits will only be payable for health-related portions of the leave where necessary in order to comply with requirements such as employment standards, human rights and employment insurance, after you have been disabled for an uninterrupted period of 26 weeks, provided your coverage has been continued.

However, if your employer has a Supplemental Unemployment Benefit (SUB) plan as defined in the Employment Insurance regulations covering the health-related portion of the maternity or parental leave, Sun Life will not pay any benefits under this plan during any period benefits are payable to you under your employer's SUB plan.

**Partial disability  
program**

You may be required to participate in a partial disability program approved by Sun Life in writing.

After you are eligible for Long-Term Disability payments, you may be considered for a partial disability program in which you return to your own occupation for a reduced number of hours per week.

During your partial disability program, you can receive a salary from your employer for the hours worked. However, your Long-Term Disability payments will be reduced by the percentage of your normal work week that you are now working for your employer.

During your partial disability program your total income from all sources cannot exceed 100% of your pre-disability basic earnings, indexed for inflation (less provincial and federal income taxes if your benefit is non-taxable). If this is the case, your Long-Term Disability payments will be further reduced by the excess.

Your participation in a partial disability program will be limited to the own occupation period.

**Rehabilitation program**

You may be required to participate in a rehabilitation program approved by Sun Life in writing.

It may include the involvement of our rehabilitation specialist, part-time work, working in another occupation or vocational training to help you become capable of full-time employment.

Sun Life is under no obligation to approve or continue a rehabilitation program for an employee. We will consider such factors as financial considerations and our opinion on the merits of rehabilitation.

During your rehabilitation program, you may receive your Long-Term Disability payments plus income from other sources. However, if during any month your total income is more than 100% of your pre-disability basic earnings, indexed for inflation (less provincial and federal income taxes if your benefit is non-taxable), your Long-Term Disability payments will be reduced by the excess.

You should consider participating in a rehabilitation program as soon as possible after becoming totally disabled. If you enter a rehabilitation program during the elimination period, it will not be considered an interruption of the elimination period.

Any expense associated with an approved rehabilitation program, other than normal employment expenses, will be paid by Sun Life as long as Sun Life approves the expenses in writing in advance. The maximum amount during any one period of disability will be 3 times the amount of the monthly Long-Term Disability payment.

Expenses will not be covered if Sun Life notifies you in writing that the rehabilitation program is no longer approved or that it will no longer accept previously approved expenses.

**Interrupted periods of disability during elimination period**

Interrupted periods of total disability due to the same or related causes occurring before the elimination period has been completed are treated as one period of disability and are accumulated to complete the elimination period as long as this benefit is in force and all of the following conditions are met:

- the initial period of total disability lasts for at least 30 days without interruption.
- afterwards, there is no interruption of more than 30 days.
- each period of total disability is completed within 12 months after the start of the elimination period, or as approved by Sun Life in advance in cases where the elimination period is 365 days or more.

The difference between your normal number of scheduled hours and the number of hours actually worked is credited towards the elimination period.

If the Long-Term Disability benefit terminates, any balance of the elimination period must subsequently be completed by uninterrupted total disability.

**Interrupted periods of disability after payments begin**

If you had a total disability for which we paid Long-Term Disability benefits and total disability occurs again due to the same or related causes, we will consider it a continuation of your previous disability if it occurs within 6 months of the end of your previous disability. You must be covered when total disability reoccurs.

These benefits will be based on the same earnings level as on the original date of total disability.

**Your responsibilities**

During your total disability, you must make reasonable efforts to:

- recover from your disability, including participating in any reasonable treatment or rehabilitation program and accepting any reasonable offer of modified duties from your employer.
- return to your own occupation during the first 24 months that benefits are payable.
- obtain training in order to qualify for another occupation if it becomes apparent that you will not be able to return to your own occupation within the first 24 months that benefits are payable.
- try to obtain work in another occupation after the first 24 months that benefits are payable.
- obtain benefits that may be available from other sources.

If you do not, Sun Life may hold back or discontinue benefits.

**When payments end**

Your Long-Term Disability payments end on the earlier of the following dates:

- the date you are no longer totally disabled.
- the last day of the month you reach age 65.
- the last day of the month you retire with a pension or are eligible to retire with a full pension or a full pension equivalent.
- the last day of the month you die.

**When coverage ends**

Long-Term Disability coverage will end on the day you reach age 65 less the elimination period of 26 weeks or the day you retire, whichever is earlier. Coverage may also end on an earlier date, as specified in *General Information*.

**Payments after coverage ends**

If the Long-Term Disability benefit terminates while you are totally disabled, you are entitled to continue receiving payments, as long as your total disability is uninterrupted, as if the benefit were still in effect.

**What is not covered**

**We will not pay benefits for any period:**

- you are not receiving appropriate treatment.

- that you do any work for wage or profit except as approved by Sun Life.
- you are not participating in an approved partial disability or rehabilitation program, if required by Sun Life.
- you are on a leave of absence, strike or lay-off except as stated under *Maternity / parental leave of absence* or except where specifically agreed to by Sun Life.
- you are absent from Canada longer than 6 months due to any reason, unless Sun Life agrees in writing in advance to pay benefits during the period.
- you are serving a prison sentence or are confined in a similar institution.

We will not consider you totally disabled if your disability results from drug or alcohol abuse. However, this limitation will not apply while you are participating in a Sun Life approved treatment program or you have an organic disease which would cause total disability even if drug and alcohol abuse ended.

**We will not pay benefits for total disability resulting from:**

- the hostile action of any armed forces, insurrection or participation in a riot or civil commotion.
- intentionally self-inflicted injuries or attempted suicide, while sane or insane.
- participation in a criminal offence.

**When and how to make a claim**

To make a claim, complete the Notice of Claim for Group Long-Term Disability Benefits that is available from Sun Life.

We must receive notice of claim on the earlier of the following dates:

- 60 days after the total disability begins.
- within 30 days of the termination of this Long-Term Disability benefit.

Part of the application process will include filling out claim forms that give us as many details about the claim as possible. You, the attending doctor and your employer will all have to complete claim forms.

In order to receive benefits, we must receive these forms no later than 90 days after the end of the elimination period.

We will assess the claim and send you or your employer a letter outlining our decision.

From time to time, Sun Life can require that you provide us with proof of your total disability. If you do not provide this information within 90 days of this request, you will not be entitled to benefits.

## Life Coverage

|   |   |
|---|---|
| <b>Insurer</b>                                | <i>This benefit is insured by Sun Life Assurance Company of Canada.</i>   |
| <b>General description of the coverage</b>    | Your Life coverage provides a benefit for your beneficiary if you die while covered. Your spouse's Life coverage provides a benefit if your spouse dies while covered.                      |
| <b>Basic Life coverage for you</b>            |   |
| <i>Amount</i>                                 | Your benefit is 2 times your annual basic earnings, rounded to the next higher \$1,000. The maximum amount of coverage is \$250,000.  |
| <i>Reduction</i>                              | Your benefit will reduce to 1 time your annual basic earnings, rounded to the next higher \$1,000, when you reach age 67 and to \$10,000 when you reach age 70.                             |
| <i>Coverage ends</i>                          | Your coverage will end when you retire. Coverage will then be transferred to the retirees' division. Coverage may also end on an earlier date, as specified in <i>General Information</i> . |
| <b>Optional Life coverage for you</b>         |   |
| <i>Amount</i>                                 | You can choose coverage in units of \$10,000. The maximum amount of coverage is \$250,000.  |
| <i>Proof of good health</i>                   | Proof of good health is required for coverage in excess of \$50,000, and for all subsequent increases. Coverage will not take effect before Sun Life approves the proof of good health.     |
| <i>Coverage ends</i>                          | Your coverage will end when you retire or reach age 65, whichever is earlier. Coverage may also end on an earlier date, as specified in <i>General Information</i> .                        |
| <b>Optional Life coverage for your spouse</b> |   |
| <i>Amount</i>                                 | You can choose Optional Life coverage for your spouse in units of \$10,000 up to a maximum of \$250,000.  |
| <i>Proof of good health</i>                   | Proof of good health is required for coverage in excess of \$50,000, and for all subsequent increases. Coverage will not take effect before Sun Life approves the proof of good health.     |
| <i>Coverage ends</i>                          | Optional coverage for your spouse will end when you retire or reach age 65, whichever is earlier. Coverage may also end on an earlier date, as specified in <i>General Information</i> .    |

**Who we will pay**

If you die while covered, Sun Life will pay the full amount of your benefit to your last named beneficiary on file with Sun Life.

If you have not named a beneficiary, the benefit amount will be paid to your estate. Anyone can be your beneficiary. You can change your beneficiary at any time, unless a law prevents you from doing so or you indicate that the beneficiary is not to be changed.

For your spouse's optional coverage, Sun Life will pay the full amount of the benefit to the last named beneficiary on file with Sun Life. If you have not named a beneficiary, the benefit amount will be paid to you.

A minor cannot personally receive a death benefit under the plan until reaching the age of majority. If you reside outside Québec and are designating a minor as your beneficiary, you may wish to designate someone to receive the death benefits during the time your beneficiary is a minor. If you reside outside Québec and have not designated a trustee, current legislation may require Sun Life to pay the death benefit to the court or to a guardian or public trustee. If you reside in Québec, the death benefit will be paid to the parent(s)/legal guardian of the minor on the minor's behalf. Alternatively, you may wish to designate the estate as beneficiary and provide a trustee with directions in your will. You are encouraged to consult a legal advisor.

**Suicide**

If you or your spouse have any optional coverage that has been in effect for less than 2 years, **we will not pay** benefits if death is by suicide, while sane or insane. However, we will refund all applicable Life coverage premiums that have been paid.

**Coverage during total disability**

If you become totally disabled before you retire or reach age 65, whichever is earlier, Life coverage may continue without the payment of premiums as long as you are totally disabled. This continued coverage is subject to the terms of the contract which were in effect on the date you became totally disabled, including reductions and terminations.

Sun Life must receive proof of your total disability within 12 months of the date the disability begins. After that, we can require ongoing proof that you are still totally disabled.

If proof of total disability is approved after an individual insurance policy becomes effective as a result of converting the group Life coverage, the group Life coverage will be reduced by the amount of the individual insurance policy, unless the individual insurance policy is exchanged for a refund of premiums.

Total disability must continue for:

- an uninterrupted period of 6 months, or
- the elimination period for Long-Term Disability, whichever is shorter.

This coverage will continue without payment of premiums until the date you cease to be totally disabled or the date you fail to give Sun Life proof of your continued total disability, whichever is earlier.

Spouse Life coverage will also continue without payment of premiums, as long as your Life coverage is continued without payment of premiums, but not after Spouse Life coverage is terminated.

For the purposes of your Life coverage, you will be considered totally disabled if you are prevented by illness from performing any occupation you are or may become reasonably qualified for by education, training or experience. However, if you are totally disabled under the Long-Term Disability benefit, you are also considered to be totally disabled under the Life benefit.

**Converting Life coverage**

If your Life coverage ends or reduces for any reason other than your request, you may apply to convert the group Life coverage to an individual Life policy with Sun Life without providing proof of good health.

If your spouse's Life coverage ends for any reason other than your request, your spouse may apply to convert the group Life coverage to an individual Life policy with Sun Life without providing proof of good health.

The request must be made within 31 days of the reduction or end of the Life coverage.

There are a number of rules and conditions in the group contract that apply to converting this coverage, including the maximum amount that can be converted. Please contact Sun Life for details.

**When and how to make a claim**

Claims for Life benefits must be made as soon as reasonably possible. Claim forms are available from Sun Life.

## Basic and Voluntary Accidental Death & Dismemberment

**Insurer**

*This benefit is insured by AIG Insurance Company of Canada*

**Why You Need Accident Insurance**

A serious accidental injury or death can have tremendous consequences, even for a two income family. A serious injury may prevent you and your loved ones from meeting your financial obligations. And your loss of life may leave your spouse with insufficient financial resources to pay for the care that your loved ones may require.

Your employer has provided for you Basic Accident Insurance coverage. Your employer is also offering you through the benefit of group buying power, the opportunity to purchase simple and affordable Voluntary Personal Accident Insurance coverage. Both coverages are underwritten by AIG **Insurance** Company of Canada. Each policy provides a lump sum benefit to help ease the financial impact and assure your family's needs are met if you should suffer loss of life as a result of an accident or if you or your eligible insured dependents should suffer loss of life, or 'living benefits' should a covered accident result in paralysis or loss of use of a limb, sight, speech or hearing.

**Guaranteed Acceptance** - Coverage is provided regardless of your health history.

**24/7 Worldwide Coverage** - Your coverage is in force around-the-clock—at work, at home or at play, anywhere in the world.

**How It Works**

**Under the Basic Accident Insurance BSC 9425340**

You are automatically covered if you are an active member of following Classes of Employees:

Class I: Executives of the Policyholder, under the age of 70

Class II: Salaried Members in the traditional plan 2468 of the Policyholder, under the age of 70

Class III: Hourly Members in the traditional plan 869 of the Policyholder, under the age of 70

Class IV: Employees in the flexible plan of the Policyholder, under the age of 70

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For a Principal amount of:

**Class I:** 250% of annual salary to a maximum of \$500,000

**Class II:** 200% of annual salary to a maximum of \$250,000

**Class III:** 200% of annual salary to a maximum of \$250,000

**Class IV:** 100% of annual salary

**Under the Voluntary Accidental Insurance PAI 9425342**

You choose a Principal sum amount for yourself and your eligible Dependents, which is set out on your application to enroll. You are eligible to enroll if you belong to one of the following classes:

**Class I:** Employees of the Policyholder already insured under Class I, II or III of the Basic AD&D plan.

**Class II:** Employees of the Policyholder already insured under Class IV of the Basic AD&D plan

**Class III:** Spouse and Dependent Children of Employees insured under the Basic AD&D plan

For a Principal amount of:

**Class I:** a minimum of \$10,000 and a maximum of \$350,000 in units of \$10,000

**Class II:** a minimum of \$10,000 and a maximum of \$350,000 in units of \$10,000. Combined maximum with Basic AD&D of \$750,000

**Class III:**

If the insured Member enrolls for Family coverage and the Insured has:

- (a) a spouse only with no Dependent Children, the Spouse's Principal sum is 60% of the Insured Member's Principal sum; or
- (b) a spouse with Dependent Children, the spouse's Principal sum is 50% of the Insured Member's Principal sum and each Dependent Child's Principal sum is 10% of the Insured Member's Principal sum; or
- (c) Dependent Children with no spouse, each Dependent child's Principal sum is 20% of the Insured Member's Principal sum.

**Aggregate Limit Per Accident:** NIL

**Definitions**

**"Insured Member"** means you, if you are an active member of the Policyholder who is under the age of 70.

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**Eligible Dependents:**

“**Spouse**” means a person who is under the age of 70 and who is either legally married to you, or if there is no such person, is a person who, although not legally married to you, is cohabitating with you for a period of at least one year and is publicly represented as your domestic partner in the community in which you reside.

“**Dependent Child**” means a person who is either your natural child, adopted child or step-child or a child to whom you are *in loco parentis* and who is (i) under 25 years of age, unmarried and dependent upon you for maintenance and support and not employed for more than 25 hours per week; or (ii) by reason of mental or physical infirmity is incapable of self-sustaining employment and who is considered your Dependent Child within the terms of the Income Tax Act (Canada).

“**Immediate Family**” means a person who is related to the Insured Person in any of the following ways and is at least 18: a Spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, parent (includes stepparent), brother or sister (includes stepbrother or stepsister), or child (including legally adopted or stepchild).

**Beneficiary Designation under the Basic Accident Insurance BSC 9425340**

You have the option to designate a beneficiary, should you choose not to, in the event of accidental loss of life, the benefit will be paid to the beneficiary you have designated in writing under your employer’s current group life policy. If there is no written designation then the benefit will be paid to your estate.

All other benefits will be payable to you.

**Beneficiary Designation under the Voluntary Accidental Insurance PAI 9425342**

You may designate a beneficiary to receive the amount payable under this policy in case of your accidental death. If there is no written designation then the benefit will be paid to your estate. The amount payable for the loss of life of your insured dependents is payable to you.

All other benefits will be payable to you.

**Benefits and Coverages**

**Accidental Death, Dismemberment, Paralysis and Loss of Use**

If a covered loss occurs within 365 days after the date of the covered accident causing the loss, the Plan will pay in one lump sum the indicated percentage of the Principal Sum as set out in the following Table of Losses:

**Table of Losses**

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|  |                                     |
|--|-------------------------------------|
| Loss of life .....                                     | The Principal Sum                   |
| Loss of both hands or both feet.....                   | The Principal Sum                   |
| Loss of entire sight of both eyes .....                | The Principal Sum                   |
| Loss of one hand and one foot.....                     | The Principal Sum                   |
| Loss of one hand and the entire sight of one eye ..... | The Principal Sum                   |
| Loss of one foot and the entire sight of one eye ..... | The Principal Sum                   |
| Loss of one arm or one leg.....                        | Four-fifths of the Principal Sum    |
| Loss of one hand or one foot .....                     | Three-quarters of the Principal Sum |
| Loss of the entire sight of one eye .....              | Three-quarters of the Principal Sum |
| Loss of thumb and index finger of the same hand ...    | One-third of the Principal Sum      |
| Loss of speech and hearing .....                       | The Principal Sum                   |
| Loss of speech or hearing .....                        | Three-quarters of the Principal Sum |
| Loss of hearing in one ear.....                        | Two-thirds of the Principal Sum     |
| Loss of four fingers of one hand.....                  | One-third of the Principal Sum      |
| Loss of all toes of one foot .....                     | One-quarter of the Principal Sum    |

**Loss of Use**

|  |                                     |
|--|-------------------------------------|
| Loss of use of both arms or both hands ..... | The Principal Sum                   |
| Loss of use of one hand or one foot.....     | Three-quarters of the Principal Sum |
| Loss of use of one arm or one leg.....       | Four-fifths of the Principal Sum    |

**Paralysis**

|  |  |
|--|--|
| Quadriplegia (total paralysis of both upper and lower limbs).....                  | Two times The Principal Sum up to a maximum of one million dollars |
| Paraplegia (total paralysis of both lower limbs).....                              | Two times The Principal Sum up to a maximum of one million dollars |
| Hemiplegia (total paralysis of upper and lower limbs of one side of the body)..... | Two times The Principal Sum up to a maximum of one million dollars |

If you sustain more than one loss as a result of the same accident, only one amount, the largest, will be paid.

"Loss" when used with reference to "Quadriplegia", "Paraplegia", and "Hemiplegia" means the complete and irreversible paralysis of such limbs; "Hand" or "Foot" means the complete severance through or above the wrist or ankle joint, but below the elbow or knee joint; "Arm" or "Leg" means the complete severance through or above the elbow or knee joint; "Thumb and Index Finger" means the complete severance through or above the first phalange; "Fingers" means the complete severance through or above the first phalange of all Four Fingers of One Hand; "Toes" means the complete severance of both phalanges of all the Toes of One Foot; "The Entire Sight of One Eye" means the total and irrecoverable Loss of Sight such that corrected visual acuity must be 20/200 or less in such eye; "The Entire Sight of Both Eyes" means the total and irrecoverable Loss of Sight in Both Eyes such that corrected visual acuity must be 20/200 or less and the field of vision must be less

than 20 degrees in both eyes. A Physician certified in Ophthalmology must clinically confirm the diagnosis in writing; "Hearing in One Ear" means the diagnosis of permanent Loss of Hearing in One Ear, with an auditory threshold of more than 90 decibels. A Physician certified in Otolaryngology must confirm the diagnosis in writing; "Hearing" means the diagnosis of permanent Loss of Hearing in Both Ears, with an auditory threshold of more than 90 decibels in each ear. A Physician certified in Otolaryngology must confirm the diagnosis in writing; "Speech" means complete and irrecoverable Loss of the ability to utter intelligible sounds; and "Loss of Use" means the total and irrecoverable Loss of Use provided the Loss is continuous for 12 consecutive months and such Loss of Use is determined to be permanent. "Loss" when used herein may also include "Loss of Life".

**Rehabilitation Benefit**

Reimburses your expenses for occupational training to a maximum of \$15,000 if such expenses are incurred within three years of and as a result of an injury for which you receive a benefit under the Plan.

**Home Alteration and Vehicle Modification Benefit**

Pays a benefit of up to \$15,000 for modification to your home or vehicle if you suffer an injury for which you receive a benefit under the Plan and require a wheelchair to be ambulatory.

**Workplace Modification and Accommodation Benefit**

Pays a benefit of up to \$5,000 if you suffer an injury for which you receive a benefit under the Plan and require special adaptive equipment or workplace modification in order to return to full-time work with your employer.

**Psychological Therapy**

Pays a benefit of up to \$5,000 if you suffer an injury for which you receive a benefit under the Plan and require psychological therapy within 2 years of the injury.

**In-Hospital Benefit**

Pays a benefit of (i) 1% of the Principal Sum to a maximum of \$2,500 per month for hospital confinements of more than 30 nights, or (ii) 1/30<sup>th</sup> of the amount determined under (i) for hospital confinements of more than 5 but less than 30 nights, if you suffer an injury for which you receive a benefit under the Plan and are confined to hospital as a result of such injury, for a maximum of twelve months.

**Family Transportation**

Pays a benefit of up to \$15,000 for the expenses incurred for the accommodation and transportation of an immediate family member to your hospital if you suffer an injury for which you receive a benefit under the Plan and as a result are confined to a hospital more than 100 kilometres from home.

**Repatriation Benefit**

Pays a benefit of up to \$15,000 to cover the expenses to return your body to your city of residence if you suffer a covered accidental death while at least 50 kilometers from home.

**Identification Benefit**

Pays a benefit of up to \$5,000 for the transportation of an immediate family member to identify your body if you suffer a covered accidental death at least 150 kilometres from home and a law enforcement agency requests such identification.

**Seat Belt Benefit**

Pays an additional benefit of 10% of the Principal Sum to a maximum of \$50,000 if you suffer a covered accidental death while operating or riding as a passenger in a private passenger automobile in which your seat belt was properly fastened.

**Day Care Benefit**

Pays an annual benefit of up to 5% of the Principal Sum to a maximum of \$5,000 per year for the day care costs of each Dependent Child under age 13 who is enrolled, or who enrolls within 90 days, in a day care facility if you suffer a covered accidental death. The benefit is payable for up to four consecutive years.

**Dependent Child Educational Benefit**

Pays an annual benefit of up to 5% of the Principal Sum to a maximum of \$5,000 per school year for the tuition costs of each Dependent Child who is enrolled in post-secondary education if you suffer a covered accidental death. The benefit is payable for up to four consecutive years.

**Spousal Educational Benefit**

Pays a benefit of up to \$15,000 for your Spouse's expenses in enrolling in a professional or trades training program for the purpose of obtaining an independent source of income, if you suffer a covered accidental death and such expenses are incurred within 30 months of your death.

**Funeral Expense**

Pays a benefit of up to \$5,000 to reimburse funeral expenses if you suffer a covered accidental death.

**Bereavement Benefit**

Pays a benefit of up to \$1,000 if you suffer loss of life in a covered accident and your eligible dependents require counseling within one year of the accident.

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**Common Disaster Benefit (under the Voluntary Accidental Death and Dismemberment Only)**

If you and your Insured Spouse both are injured in the same accident and both die within 90 days of the accident as a direct result of such injuries, your Spouse's Principal Sum amount will be increased to equal yours.

**Waiver of Premium**

Waives premium payments under the Plan if you are receiving disability benefits under the group life insurance policy provided by the Policyholder.

**Continuance of Coverage**

Your coverage will continue for up to 12 months during a temporary lay-off, short-term disability leave, approved leave of absence or maternity leave provided premiums are paid.

**Extended Family Coverage (under the Voluntary Accidental Death and Dismemberment Only)**

If you die, the coverage of your insured Spouse and/or insured Dependent Children will continue for up to 6 months, subject to payment of premium.

**Enhanced child accidental injury benefit (under the Voluntary Accidental Death and Dismemberment Only)**

The Company shall pay an enhanced child accidental injury benefit in the event that:

- (a) a Dependent Child sustains a Loss (other than Loss of Life) set out in the Table of Losses;
- (b) a primary benefit is otherwise payable by the Company for such Loss; and
- (c) the Dependent Child is still living ninety days after the date such Loss occurs.

The amount of the additional benefit is the Dependent Child's Principal Sum for such Loss. The maximum amount payable for this enhanced child accidental injury benefit, for all Injuries resulting from any one (1) accident, is one hundred thousand dollars (\$100,000.00) per Dependent Child.

**Conversion Privilege Benefit**

If you leave your job for any reason, you have 90 days to convert your coverage under the Plan to an individual insurance policy providing comparable coverage and with a coverage amount not greater than the Principal Sum at individual rates in force at that time.

**Policy Exclusions**

The Plan will not cover any losses caused in whole or in part by, or resulting in whole or in part from, the following:

- (a) suicide or any attempt thereat by you while sane;
- (b) self inflicted injury or any attempt thereat by you while sane or insane;
- (c) declared or undeclared war or any act thereof;
- (d) sickness, disease, or bodily infirmity whether the loss or claim results directly or indirectly from any of these;
- (e) mental incapacity whether the Loss or claim results directly or indirectly from any mental incapacity;
- (f) injury sustained while you are undergoing the medical or surgical treatment of sickness, disease, or bodily or mental infirmity;
- (g) stroke or cerebrovascular accident or event; cardiovascular accident or event; myocardial infarction or heart attack; coronary thrombosis; aneurysm;
- (h) travel or flight in or on (including getting in or out of, or on or off of) any vehicle used for aerial navigation, if you are:
  - (i) riding as a passenger in any aircraft not intended or licensed for the transportation of passengers;
  - (ii) performing, learning to perform or instructing others to perform as a pilot or crew member of any aircraft; or
  - (iii) riding as a passenger in an aircraft owned or leased by the Policyholder;
- (i) infections of any kind regardless of how contracted, except bacterial infections that are directly caused by botulism, ptomaine poisoning or an accidental cut or wound independent and in the absence of any underlying sickness, disease or condition including but not limited to diabetes;
- (j) injury or Loss sustained if you are on full-time active duty in the armed forces or organized reserve corps of any country or international authority. (Unearned premium for any period for which you are on full-time active duty shall, upon application to the Company by the Policyholder, be refunded);
- (k) the commission or attempted commission by you or injury incurred while you are in the course of committing or attempting to commit any act which if adjudicated by a court would be an indictable offence under the laws of the jurisdiction where the act was committed; and
- (l) an act, attempted act or omission taken or made by you, or an act, attempted act or omission taken or made with your consent, for the purposes of interrupting the blood flow to your brain or to

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- (m) cause asphyxiation to you whether with intent to cause harm or not; and  
natural causes.

**Aggregate Limit Per Accident**

The maximum amount the Company will pay for two or more Insured Persons injured in one accident is the amount of the Aggregate Limit Per Accident set out in the policy, if any. If the total of the benefits which would be paid by the Company would exceed the Aggregate Limit Per Accident, each Insured Person shall receive their proportionate share of the amount of the Aggregate Limit Per Accident paid by the Company.

**Effective Date under the Basic Accident Insurance BSC 9425340**

Your coverage begins on the date you satisfy the definitions of “Insured Member”.

**Effective Date under the Voluntary Accidental Insurance PAI 9425342**

Coverage for an Insured Member, Spouse, or Dependent Child begins on the latest of: (1) the policy effective date; (2) the first day of the month following receipt of your completed application by your Human Resources Department; or (3) the date such person satisfies the definition of “Insured Member”, “Spouse” or “Dependent Child”.

**Termination Date**

Coverage ends on the earliest of:

1. the date the policy is terminated;
2. the premium due date if premiums are not paid when due;
3. the date you no longer satisfy the definition of an Insured Member; or
4. the first day of the month following the date you no longer belong to an Eligible Class of Members as set out in the Policy.

This brochure provides only brief descriptions of the coverage available. The full details of the coverage are contained in the Policy including limitations, exclusions and termination provisions. If there are any conflicts between this document and the Policy, the Policy shall govern. Insurance is underwritten by AIG Insurance Company of Canada.

## **Respecting your privacy**

At Sun Life Financial, protecting your privacy is a priority. We maintain a confidential file in our offices containing personal information about you and your contract(s) with us. Our files are kept for the purpose of providing you with investment and insurance products or services that will help you meet your lifetime financial objectives. Access to your personal information is restricted to those employees, representatives and third party service providers who are responsible for the administration, processing and servicing of your contract(s) with us, our reinsurers or any other person whom you authorize. In some instances these persons may be located outside Canada, and your personal information may be subject to the laws of those foreign jurisdictions. You are entitled to consult the information contained in our file and, if applicable, to have it corrected by sending a written request to us.

## **You have a choice**

We will occasionally inform you of other financial products and services that we believe meet your changing needs. If you do not wish to receive these offers, let us know by calling 1-877-SUN-LIFE (1-877-786-5433).

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