

▶ Converting your coverage

When you stop working for a Participating Employer, retire, or reach age 65 (whichever occurs first), you may convert the amount of coverage lost under the Voluntary Life Insurance Plan to an individual life insurance policy offered by DFS. This policy will not include a Total Disability benefit. You must pay the premium for this individual plan.

If you terminate employment, the amount of coverage lost will be the entire amount for which you were covered under the Voluntary Life Insurance Plan. If you retire or reach age 65, the amount of coverage lost will be the difference between your coverage under the Voluntary Life Insurance Plan and your new level of retirement coverage.

If you are age 65 or over, the individual policy will be a permanent insurance policy under a regular plan being issued by DFS. If you are under age 65, you may also choose from the additional options of:

- a term insurance policy for a period of one year; or
- a term insurance policy to age 65.

In either case, the amount of coverage you convert cannot be more than:

- the amount of coverage lost;
- \$200,000; or
- the maximum amount of coverage for which you have been insured under the Voluntary Life Insurance Plan, less the total amount of any individual insurance you previously obtained using the conversion benefit.

Evidence of insurability will not be required if you choose to make use of the conversion privilege, provided that you apply for the policy and pay the first premium within 31 days of terminating your coverage under the Voluntary Life Insurance Plan. The individual policy becomes effective 31 days after your Voluntary Life Insurance Plan is terminated. During this 31-day conversion period, the amount of coverage lost will be maintained at no cost to you. If you should die during this 31-day period, your beneficiary will receive the amount of insurance for which you were covered under the Voluntary Life Insurance Plan.

▶ Spousal insurance conversion

If you die, terminate employment or reach age 65, your spouse may also exercise the conversion privilege.

▶ Your personal information

DFS has established a confidential, group insurance file which contains personal information on your plan membership and claims. Only DFS employees who are responsible for underwriting, administration and investigations, or any other person whom you have authorized, will have access to your file. All files are kept in DFS's offices.

▶ Definitions

Actively at Work and Active Work

At work and able to perform all the regular duties of your occupation for one full working day or shift.

Continuous Service

A period of unbroken employment with your employer, plus any additional eligible service as a result of a transfer from another Participating Employer, including:

- vacation days and holidays granted;
- approved leaves of absence;
- temporary layoffs; and
- interruptions of service approved by DFS.

Date of Disability

The first day of regularly scheduled employment for which you cannot report due to injury or illness.

Participating Employer

An employer who is a member of the Ontario Hospital Association and participates in this OHA-sponsored Plan insured by DFS.

Participating Group

A group of employees that participates in this OHA-sponsored plan insured by DFS.

Total Disability and Totally Disabled

Unable, due to injury or illness, to perform the regular duties pertaining to the occupation in which you participated immediately before becoming disabled, for the first two years you are absent from work and not engaged in any gainful occupation. Unable, after two years, due to injury or illness, to participate in any gainful occupation for which you are, or may become, fitted through training, education or experience.

OHA Benefit Plans

Voluntary Life Insurance Plan Standard Plan (also known as HOOVLIP)

Information for Full-Time Employees

Introduction

The Ontario Hospital Association (OHA) established the Voluntary Life Insurance Plan in 1978 to allow you to choose additional group life insurance, on a voluntary basis, to meet your individual needs. The Plan is insured by Desjardins Financial Security Life Assurance Company (DFS).

The information in this brochure is only a summary of some of the provisions of the master insurance policy. If you need more information about your coverage, contact your Human Resources Department or call DFS at 1-800-263-1810.

Plan highlights

- You may elect one, two, or three times your annual earnings, rounded to the nearest \$500. If you elect an amount of coverage exceeding \$150,000 you must submit medical evidence of insurability to DFS.
- There is no ceiling on the coverage amount, but the maximum benefit for members age 55 to 59 is two times earnings, and for members age 60 to 64, the maximum is one times earnings.
- You may also elect insurance for your spouse. You may elect 25% or 50% of your Voluntary Life Insurance Plan amount, rounded to the nearest \$500. You must submit medical evidence of insurability for your spouse to DFS.
- The cost of your coverage will depend on the age, gender, and in some cases the smoking status of the person being insured. Rates are available from your Human Resources Department.
- If, within six months of leaving one Participating Employer you are re-employed with another Participating Employer, you may resume your coverage immediately, subject to the terms and conditions of the master policy.

Joining the plan

You may join the Plan if you are insured under the OHA-sponsored Group Life Insurance Plan.

When you enrol, you will be asked to choose your coverage amount. Your coverage is effective on the later of the first of the month coinciding with or following the date you become eligible, or the date your evidence of insurability is approved.

Appointing a beneficiary

When you enrol, you should name a beneficiary. If your beneficiary is a minor, you must also complete a special form to appoint a trustee. You may change your beneficiary at any time (subject to legal provisions) by completing the appropriate form(s). All forms are available from your Human Resources Department. If you do not appoint a beneficiary, or if your beneficiary predeceases you, payment will be made to your estate.

You are the beneficiary of any spousal insurance you may purchase.

If you want to change your coverage amount

If you choose one time or two times earnings and later acquire a spouse or a child, you may apply for a higher level of coverage (up to \$150,000) without submitting medical evidence of insurability, provided you do so within 60 days of acquiring a spouse or child. The higher level of coverage will begin on the first of the month following receipt of your application.

To apply for an amount greater than \$150,000, or for a higher level of coverage at any time other than upon acquiring a spouse or child, you must submit medical evidence of insurability. If your spouse is insured, your spouse must also submit evidence at that time. If DFS does not approve the evidence of insurability for your spouse, your spouse's insurance will not increase. As a result, your spouse's insurance may not be 25% or 50% of your Voluntary Life Insurance Plan amount.

If a higher level of insurance is approved, it will begin on the later of:

- the first of the month following receipt of your application; or
- the date specified by DFS following approval of your medical evidence of insurability, if required.

Any change in the amount of insurance due to a change in your earnings will be effective on the first of the month following the change of earnings. Any change in the amount of insurance due to age becomes effective on July 1st following the appropriate birthday. If, due to injury or illness, you are not Actively at Work on the date a change in coverage would otherwise become effective, the change becomes effective on the date that you return to Active Work.

If you die

If you die while insured under this Plan, the benefit will be paid to your beneficiary. The death benefit can be:

- paid in cash;
- used to provide an income in the form of an annuity; or
- left on deposit with interest.

The choice of settlement may be made by you or, if you do not make a choice, by your beneficiary. Your organization's Human Resources Department can provide the forms needed to make a claim.

Suicide Exclusion

No Voluntary Life Insurance Benefit is payable in respect of a member who commits suicide or dies as a result of a suicide attempt, while sane or insane, within two years of the effective date or reinstatement date of his insurance, or the effective date of any subsequent increase to the initial amount of insurance. The insurance or the increase, as the case may be, is then null and void and DFS's liability is limited to refunding the premiums paid.

If you take a leave of absence

If you take an approved leave of absence, your Participating Employer may continue your benefits for a period of up to 12 months. Premiums are required for the Voluntary Life Insurance Plan during such a leave. If you are unable to return to work due to Total Disability, you will be considered disabled as of your scheduled return date.

If you become disabled

If you become disabled before age 65, your Voluntary Life Insurance Plan benefit, including your spousal insurance, may be continued without payment of premiums as long as your Group Life Insurance Plan premiums are waived.

If DFS is waiving your Voluntary Life Insurance Plan premiums and you have been permanently disabled for at least two years, you may choose the income option. The income option allows an immediate payout to you of 1/3 of your Voluntary Life Insurance Plan benefit amount. The remaining 2/3 of your benefit remains in force and premiums continue to be waived according to the Disability Benefit. To elect this option, you must submit your request in writing and supply proof to DFS that you are permanently disabled.

When your coverage ends

Your membership in this Plan ends on the earliest of the date:

- you cease to be insured under the Group Life Insurance Plan;
- you reach age 65;
- you are not eligible;
- you are not employed by the Participating Employer;
- you do not belong to a Participating Group;
- you do not live in Canada;
- your disability benefit terminates and you do not return to work; or
- the group benefit plan terminates.

If your insurance ends, your spousal insurance also ends. Your spousal insurance ends on the earlier of your spouse's or your 65th birthday.

If you are Totally Disabled on the date your membership ends, you will remain entitled to a benefit subject to the terms and conditions of the Plan.

Coverage portability

If you terminate employment and go to work for another Participating Employer within six months, you will be immediately eligible for coverage under your new employer's Plan, providing you are Actively at Work on your first day of work (subject to the terms and conditions of the master policy). If, due to injury or illness, you are not Actively at Work on that day, then coverage will be effective after seven days as described under "Joining the plan" in your Group Life Insurance Plan brochure. Your level of coverage will be what is offered under your new employer's Plan, and may differ from your previous coverage.

You must ask your new employer to arrange this transfer of coverage within one month of your first day of employment and inform your new employer of all prior service to be counted toward coverage. If you fail to do so, you will have to provide medical evidence of your insurability, at your own expense, to complete the transfer of coverage.