

**UNIFOR LOCAL 2002 DISABILITY TRUST FUND
GROUP INSURANCE DISABILITY INCOME PLAN (GIDIP)**

GROUP POLICY NUMBER 71405

**INSTRUCTIONS FOR MEMBERS AND EMPLOYERS FOR SUBMISSION OF A GIDIP SHORT-TERM DISABILITY
(STD) CLAIM APPLICATION**

Plan Members who are absent 14 consecutive days, because of Total Disability due to illness or injury, should submit a Short Term Disability claim to the Plan Administrator's office at:

**Canadian Benefits Consulting Group
2300 Yonge Street, Suite 3000
P.O. Box 2426
Toronto, ON M4P 1E4
Telephone: (416) 488-7755 or 1-800-268-0285
Facsimile: (416) 488-7774**

1. HR Connex Centre (employer), completes the Plan Sponsor Statement and will forward this Statement directly to the Plan Administrator
2. The Plan Member (employee) complete the Member Statement
3. The Attending Physician Statement is completed by the doctor

Plan Members are eligible for benefit consideration on the 15th day of Total Disability as defined by your GIDIP.

MEDICAL INFORMATION

Note: you must be under the regular supervised, active care of an MD

You are responsible for providing medical proof that you are Totally Disabled from performing any and every duty of your job. This medical information must be from your Medical Doctor (MD) who may charge you a fee for providing it. You are responsible for paying such fees.

To avoid any undue delay with the claim administration, all of the following information should be completed and submitted with the claim:

- Plan Member Statement (including signed authorization)
- Physician Statement including Diagnosis, sate of first treatment after you stopped working, type of treatment and frequency, name and dosage of medication, name and address of any other provider involved in your case

WORKERS' COMPENSATION INFORMATION

If the Member has applied for, or is in receipt of Workers' Compensation (WC) benefits, the following information must be submitted:

- Start date and end date of WC benefits with copies of all correspondence received from WC relating to the WC claim
- WC Reimbursement Agreement Form

Short-Term Disability benefits are reduced by the amount of any income replacement benefits payable under any Workers' Compensation Act, Canada/Quebec Pension Plan, or similar law. **Any week for which the payable Weekly Benefit is zero will count towards the maximum benefit period.** (STD and Long-Term Disability periods run side by side with WC Disability period).

The Member must submit a GIDIP claim within 90 days of the date of Total Disability. After 90 days, the claim will be considered 'late submitted' and benefits will be denied as per the GIDIP.

It is the Employee/Member's responsibility to forward all completed forms, correspondence, etc. directly to the Plan Administrator. Your GIDIP Application form can be submitted in one of the following formats:

- Mail;
- Fax (416) 488-7774;
- Email (gidip@canben.com) You must complete, sign and scan your documents