

# NAV CANADA BENEFITS ONLINE

Represented Employee



**NAV CANADA Benefits Online**  
Represented Employee

Benefits Online provides the information you need to get the most from the benefit program offered to our Represented employees. If you are not an eligible represented employee this information does not apply to you.

The information contained in this document is as accurate as possible; however, final interpretation is governed by the terms of official insurance contracts. In case of conflict between the content in this document and the relevant contract, the contract will prevail.

| Plan  | Contract # | Provider  |
|---|------------|---|
| Health Care Plan  | #25298     | <b>Sun Life Assurance Company of Canada</b><br>NAV CANADA is legally and financially responsible for the benefits provided under the Health Care Plan, Dental Care Plan and Health Spending account. Sun Life only acts as administrator of these plans on behalf of NAV CANADA |
| Dental Care Plan  |            |   |
| Basic Life Insurance Plan   | #101198    |   |
| Long Term Disability Plan   |            |   |
| Business Travel Accidental Death and Dismemberment Insurance Plan | N/A        | <b>AIG Insurance Company of Canada</b>  |

**To contact us:**

**NAV CANADA – HR Employee Centre**

[HREC-CERH@navcanada.ca](mailto:HREC-CERH@navcanada.ca)

1-888-774-4732

**Sun Life Financial**

1-800-361-6212

**Global Excel Management (GEM)**

In case of an out-of-province emergency in Canada and the US: 1-800-511-4610. From anywhere, call collect: 1-519-514-0351.



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## Eligibility

All full-time or part-time employees are eligible to enroll in the NAV CANADA benefit plans:

|   | While receiving pay |          | While on leave without pay |          |
|---|---------------------|----------|----------------------------|----------|
|   | Compulsory          | Optional | Compulsory                 | Optional |
| Health Care Plan                                      |                     | ✓        |                            | ✓        |
| Dental Care Plan                                      | ✓                   |          |                            | ✓        |
| Long Term Disability Insurance                        | ✓                   |          |                            | ✓        |
| Basic Life Insurance                                  | ✓                   |          | ✓                          |          |
| Business Travel Accidental Death & Dismemberment Plan | ✓                   |          |                            |          |

### When am I eligible?\*

| If you are...  | You are eligible...   |
|--|---|
| A permanent employee   | The date you are appointed                                      |
| An employee hired for at least six months  | The date you are appointed                                      |
| An employee hired for a term of six months or less, then appointed to another term of less than six months | The date after you complete six months of continuous employment |
| An employee hired for a term of six months or less, then appointed to another term of six months or more   | The date of your new appointment begins                         |

\*Waiting periods may apply.

## HEALTH CARE PLAN

All full-time or part-time NAV CANADA employees living in Canada with provincial health coverage can join the Health Care Plan. Enrolment is not automatic, you must request coverage within 90 days of becoming eligible, otherwise a three-month waiting period applies.

Coverage under the Health Care Plan includes the following:

- Health Practitioner
- Health Spending Account
- Hearing Aids
- Hospital and Ambulance
- Medical Supplies and Services
- Prescription Drugs
- Travel
- Vision Care

**Examples**

If you are appointed for an indeterminate period, you are eligible the date you are appointed:

|   | Example #1  | Example #2   |
|---|-------------|--------------|
| Date of appointment                                     | Jun 7, 2020 | Jun 7, 2020  |
| Eligible to join  | Jun 7, 2020 | Jun 7, 2020  |
| Application and proof of eligibility documents received | Jul 7, 2020 | Oct 13, 2020 |
| Coverage begins   | Aug 1, 2020 | Feb 1, 2021  |

If you are appointed for a term of more than 6 months you are eligible the date you are appointed:

|   | Example #1                | Example #2                |
|---|---------------------------|---------------------------|
| Term period   | Jun 7, 2020 – Nov 7, 2021 | Jun 7, 2020 – Nov 7, 2021 |
| Eligible to join  | Jun 7, 2020               | Jun 7, 2020               |
| Application and proof of eligibility documents received | Jul 7, 2020               | Oct 13, 2020              |
| Coverage begins   | Aug 1, 2020               | Feb 1, 2021               |

If you are appointed for a term of 6 months or less, and then appointed to another term of less than six months you are eligible the day after you complete six months of continuous employment:

|   | Example #1                | Example #2                                     |
|---|---------------------------|--|
| First term period                                       | Jun 7, 2020 – Nov 7, 2020 | Jun 7, 2020 – Nov 7, 2020                      |
| Second term period                                      | Nov 8, 2020 – Apr 7, 2021 | Nov 8, 2020 – Apr 7, 2021                      |
| Eligible to join  | Dec 7, 2020               | Dec 7, 2020                                    |
| Application and proof of eligibility documents received | Jan 7, 2021               | Mar 13, 2021                                   |
| Coverage begins   | Feb 1, 2021               | Not eligible, unless appointed to another term |

If you are appointed for a term of 6 months or less, and then appointed to another term of six months or more, you are eligible the date your new appointment begins:

|   | Example #1                | Example #2                                     |
|---|---------------------------|--|
| First term period                                       | Jun 7, 2020 – Nov 7, 2020 | Jun 7, 2020 – Nov 7, 2020                      |
| Second term period                                      | Nov 8, 2020 – Nov 8, 2021 | Nov 8, 2020 – Nov 8, 2021                      |
| Eligible to join  | Nov 8, 2020               | Nov 8, 2020                                    |
| Application and proof of eligibility documents received | Dec 15, 2020              | Mar 13, 2021                                   |
| Coverage begins   | Jan 1, 2021               | Not eligible, unless appointed to another term |

## Family Coverage

If you have enrolled in family coverage in the Health Care Plan to cover your spouse and children, their coverage begins when your coverage begins if the applicable supporting documents have been provided and approved.

If you are enrolled in single coverage and you get married, or change to common-law status with your spouse, or a child is added to your family, you can apply to change to family Health Care Plan coverage with the applicable supporting documents:

- within 90 days of the date of the change, coverage takes effect on the date of the change, or
- more than 90 days later, coverage takes effect on the first day of the fourth month after the application is received.

## DENTAL CARE PLAN

All full-time or part-time NAV CANADA employees are eligible to join the Dental Care Plan. For Dental Care coverage enrolment is automatic on the date of eligibility and there is a waiting period of 3 months of continuous employment.

### Examples

If you are appointed for an indeterminate period:

| Example             |              |
|---------------------|--------------|
| Date of appointment | Jun 7, 2020  |
| Eligible to join    | Jun 7, 2020  |
| Coverage begins     | Sept 7, 2020 |

If you are appointed for a term of more than 6 months:

| Example          |                           |
|------------------|---------------------------|
| Term period      | Jun 7, 2020 – Feb 7, 2021 |
| Eligible to join | Jun 7, 2020               |
| Coverage begins  | Sept 7, 2020              |

If you are appointed for a term of 6 months or less, and then appointed to another term of less than six months you are eligible the day after you complete six months of continuous employment:

| Example            |                            |
|--------------------|----------------------------|
| First term period  | Jun 7, 2020 – Nov 7, 2020  |
| Second term period | Nov 8, 2020 – Apr 15, 2021 |
| Eligible to join   | Dec 7, 2020                |
| Coverage begins    | Mar 7, 2021                |

If you are appointed for a term of 6 months or less, and then appointed to another term of six months or more you are eligible the date your new appointment begins:

| Example            |                           |
|--------------------|---------------------------|
| First term period  | Jun 7, 2020 – Nov 7, 2020 |
| Second term period | Nov 8, 2020 – Nov 8, 2021 |
| Eligible to join   | Nov 8, 2020               |
| Coverage begins    | Feb 8, 2021               |

## BASIC LIFE INSURANCE PLAN

All full-time or part-time employees are eligible to join the Basic Life Insurance Plan. Enrolment in the Basic Life Insurance Plan is automatic on the date the employee becomes eligible as long as you meet the actively at work criteria.

### Examples

If you are appointed for an indeterminate period:

| Example             |             |
|---------------------|-------------|
| Date of appointment | Jun 7, 2020 |
| Eligible to join    | Jun 7, 2020 |
| Coverage begins     | Jun 7, 2020 |

If you are appointed for a term of more than 6 months:

| Example          |                           |
|------------------|---------------------------|
| Term period      | Jun 7, 2020 – Feb 7, 2021 |
| Eligible to join | Jun 7, 2020               |
| Coverage begins  | Jun 7, 2020               |

If you are appointed for a term of 6 months or less, and then appointed to another term of less than six months you are eligible the day after you complete six months of continuous employment:

| Example            |                            |
|--------------------|----------------------------|
| First term period  | Jun 7, 2020 – Nov 7, 2020  |
| Second term period | Nov 8, 2020 – May 15, 2021 |
| Eligible to join   | Dec 7, 2020                |
| Coverage begins    | Dec 7, 2020                |

If you are appointed for a term of 6 months or less, and then appointed to another term of six months or more you are eligible the date your new appointment begins:

| Example            |                           |
|--------------------|---------------------------|
| First term period  | Jun 7, 2020 – Nov 7, 2020 |
| Second term period | Nov 8, 2020 – Nov 8, 2021 |
| Eligible to join   | Nov 8, 2020               |
| Coverage begins    | Nov 8, 2020               |

## LONG-TERM DISABILITY INSURANCE PLAN

All full-time or part-time NAV CANADA employees are eligible to join the Long-Term Disability Insurance Plan. Enrolment in the Long-Term Disability Insurance Plan is automatic on the date you become eligible.

You are no longer eligible for Long-Term Disability Insurance coverage on the first day of the elimination period prior to the day you reach age 65.

### Examples

If you are appointed for an indeterminate period:

| Example             |             |
|---------------------|-------------|
| Date of appointment | Jun 7, 2020 |
| Eligible to join    | Jun 7, 2020 |
| Coverage begins     | Jun 7, 2020 |

If you are appointed for a term of more than 6 months:

| Example          |                           |
|------------------|---------------------------|
| Term period      | Jun 7, 2020 – Feb 7, 2021 |
| Eligible to join | Jun 7, 2020               |
| Coverage begins  | Jun 7, 2020               |

If you are appointed for a term of 6 months or less, and then appointed to another term of less than six months you are eligible the day after you complete six months of continuous employment:

| Example            |                            |
|--------------------|----------------------------|
| First term period  | Jun 7, 2020 – Nov 7, 2020  |
| Second term period | Nov 8, 2020 – May 15, 2021 |
| Eligible to join   | Dec 7, 2020                |
| Coverage begins    | Dec 7, 2020                |

If you are appointed for a term of 6 months or less, and then appointed to another term of six months or more you are eligible the date your new appointment begins:

| Example            |                           |
|--------------------|---------------------------|
| First term period  | Jun 7, 2020 – Nov 7, 2020 |
| Second term period | Nov 8, 2020 – Nov 8, 2021 |
| Eligible to join   | Nov 8, 2020               |
| Coverage begins    | Nov 8, 2020               |

## BUSINESS TRAVEL ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

All active employees under age 75 who live in Canada and are travelling for business are covered under the Business Travel Accidental Death and Dismemberment Insurance plan.

Your spouse, under age 75, and children are also covered during relocation or related house-hunting trip.

## FREQUENTLY ASKED QUESTIONS

### *Is my family eligible for benefits?*

You may choose family coverage under the Health Care and Dental Care Plans to cover your spouse and children, as long as they meet the plans' definitions and proof of eligibility as defined below has been provided to the HR Employee Centre (HREC). Only one spouse may be covered at one time.

- Spouse: Birth certificate of spouse and marriage certificate
- Common law: Birth certificate of common law partner and [statutory declaration](#)
- Child: Birth certificate
- Foster Child: Birth certificate and legal guardianship documentation
- Adopted Child: Birth certificate and legal guardianship documentation (if not indicated on birth certificate)
- Stepchild: Birth certificate (will only be eligible if spouse/common-law approved)

### *What if I am not at work the day my coverage is supposed to start?*

Coverage cannot begin when you are not considered to be actively at work.

Being at work for the Basic Life Insurance and the Long-term Disability Insurance Plans, means:

- not disabled and:
  - actually working at NAV CANADA,
  - assigned elsewhere by NAV CANADA, or
  - away for vacation, a weekend or statutory holiday, or shift variance.

Being at work for the Health Care Plan and Dental Care Plan means:

- performing the usual duties of your job or, if on a scheduled workday off, at work on your last scheduled workday.

### *How do I know for sure that I have Health or Dental Care coverage?*

- Once you have applied for coverage through the Workday self-serve “Benefits” module you will be directed to a confirmation statement which indicates your coverage and effective dates.
- Eligible dependents will be covered once all supporting documentation has been received and approved by the HREC. You can review your coverage summary any time by visiting the Benefits module and clicking “Benefit Elections” under the View column.
- You will receive confirmation of coverage by email when you enroll.

### *What if I lose or damage my benefit card?*

You can visit the Sun Life Financial web site at [www.mysunlife.ca/NAVCANADA](http://www.mysunlife.ca/NAVCANADA) and enter your Access ID and password to access your benefit information under the Health Care Plan and/or Dental Care Plan.

### *Can I change from single to family coverage under the Health Care Plan or vice versa? How?*

Yes, anytime. To change from single to family coverage, you must apply through your Workday account. Follow the steps found [here](#) to request to change your coverage. Your application and supporting documents will be reviewed and approved before the new coverage takes effect. Your request to update your coverage from single to family must be made within 90 days of marriage, change to common-law status, or birth of child for coverage to take effect the date of the event. If you miss that deadline, the change takes effect on the first day of the 4th month after the application and documentation is received.

When changing from family to single coverage, the effective date of the change will be no later than 60 days following receipt of the application.

### *Can I cancel coverage?*

You cannot cancel compulsory coverage.

For optional coverage, you can cancel anytime. However, if you wish to reapply later, some restrictions may apply.

To cancel Health Care coverage, contact the HREC at [HREC-CERH@navcanada.ca](mailto:HREC-CERH@navcanada.ca) or call 1-888-774-4732, opt 2.



## Life Events

### JOINING NAV CANADA

When you become eligible, you will receive your Benefits Enrollment task in Workday, as part of your onboarding tasks. You will receive all the information needed to complete this task to enrol in the plans available to you as a represented employee:

- Health Care Plan, including:
  - Supplementary coverage, when you live in Canada and are covered by a provincial health plan, and
  - Annual Health Spending Account of \$750 (prorated for the first year if your coverage begins after March 31), which can be used to claim any health or dental expenses eligible under the Income Tax Act (section 118.2(2)) for you and your dependent(s);
- Dental Care Plan;
- Long Term Disability Insurance Plan;
- Basic Life Insurance Plan; and
- Business Travel Accidental Death and Dismemberment Insurance.

Coverage start dates vary by plan:

| Benefit   | If...   | Coverage starts...   |
|---|---|--|
| Health Care Plan:<br>Supplementary Coverage                           | Your application and proof of eligibility are received within 90 days of the date you become eligible | The first day of the month after the application and documentation are received                        |
|   | Your application and proof of eligibility are received after 90 days of the date you become eligible  | The first day of the fourth month after the application and documentation are received                 |
| Health Care Plan:<br>Health Spending Account                          | You are eligible  | The same date as your Health Care Plan coverage  |
| Dental Care Plan  | You are eligible  | After a waiting period of exactly 3 months of continuous employment                                    |
| Long Term Disability  | You are eligible  | Immediately  |
| Basic Life Insurance  | You are eligible  | Immediately  |
| Business Travel<br>Accidental Death and<br>Dismemberment<br>Insurance |   | The date you start a trip on NAV CANADA business from your place of employment, home or other location |

If you have enrolled in family coverage in the Health Care and Dental Care Plans to cover your spouse and children, their coverage begins when your coverage begins if the applicable supporting documents have been provided and approved.

If you are enrolled in single coverage and you get married, or change to common-law status with your spouse, or a child is added to your family, you can apply to change to family coverage with the applicable supporting documents:

- within 90 days of the date of the change, coverage takes effect on the date of the change, or
- more than 90 days later, coverage takes effect on the first day of the fourth month after the application is received.

## LEAVING NAV CANADA

In general, coverage ends if you leave NAV CANADA for a reason other than retirement:

| Plan   | When Coverage Ends   |
|--|--|
| Health Care Plan/Health Spending Account                     | The last day of the month following the month of termination of employment at NAV CANADA |
| Dental Care Plan   | The last day of employment at NAV CANADA   |
| Long Term Disability Insurance                               |  |
| Basic Life Insurance   |  |
| Business Travel Accidental Death and Dismemberment Insurance |  |

You cannot continue your coverage under the Health Care, Dental Care, Long Term Disability Insurance or Business Travel Accidental Death and Dismemberment Insurance Plans once you leave.

### Health Care Plan

Coverage ends on the last day of the month following the date you leave NAV CANADA.

You may benefit from “My Health Choice” package offered by Sun Life. To be eligible:

- you and everyone included in your application must be age 75 or less on the date you apply,
- you must be covered under a provincial health care plan,
- children age 21 to 25 (26 for Quebec residents) must be full-time students at college or university,
- you must be a Canadian resident, and
- you must apply no more than 60 days after your NAV CANADA coverage ends.

For more information:

- Visit [www.sunlife.ca/healthreplacement](http://www.sunlife.ca/healthreplacement). You will find everything you need, from plan details to application forms. You can even purchase coverage directly online.

If you are an employee covered under the Health Care Plan, you will have 90 days after your coverage ends to submit claims for reimbursement eligible expenses under the Plan or your Health Spending Account. Expenses must have been incurred, that is, they must be dated before your coverage end date; otherwise, they will be rejected.

## **Basic Life Insurance Plan**

If you leave NAV CANADA and defer your pension, you can maintain your coverage send a written request to the Human Resources Employee Centre (HREC) with a cheque for the first 12-month payment no more than 30 days after your termination date. You will be covered for the same amount as when you left NAV CANADA if you were under age 61; coverage begins to reduce as of your 61st birthday. The coverage reduces to \$0 at age 70 (the minimum coverage of \$5,000 does not apply).

If you leave NAV CANADA and transfer the value of your pension benefits out of the NAV CANADA Pension Plan, you can continue coverage by applying for conversion to a private policy with Sun Life Financial no more than 31 days after you leave. If you choose this option, you pay your premiums directly to Sun Life Financial.

## **Converting Life Insurance**

Within 31 days of leaving NAV CANADA, you can contact Sun Life Financial directly to buy individual life insurance without a medical examination (regardless of your state of health), subject to certain restrictions.

If you die during the 31-day period after you leave NAV CANADA, benefits will be paid as if you had converted coverage, even if you had not.

## **Extension of Benefits**

Health Care Plan coverage continues:

- for charges related to pregnancy and delivery, until the end of the month in which the pregnancy is terminated or the end of the month in which the child is born, where a member dies leaving a widow who is pregnant and who was a covered dependent at the time of the member's death and the widow is not in receipt of a pension, she may continue her coverage by the payment of the total required contribution.

Dental Care Plan coverage continues:

- for completion of certain dental treatments (for example, root canal treatment where the pulp chamber is opened) started before coverage ended, as long as work is completed within 31 calendar days from the end of coverage, and
- to the end of the calendar quarter that includes the month coverage ends, for eligible orthodontic services of a child, that began before coverage ended.

## Retiring

You cannot continue your coverage under the NAV CANADA Health Care, Dental Care, Long-term Disability Insurance or Business Travel Accidental Death and Dismemberment Insurance Plans once you retire from NAV CANADA.

Check the definition of retiree in the glossary section to determine if you are an eligible retiree. If you are, you may opt for Basic Life Insurance coverage during your retirement.

Any required cost is deducted from your pension. If your premiums are higher than your pension amount, you must send a cheque for the required premium in advance to the Human Resources Employee Centre (HREC).

You may be eligible for Health and Dental Care under the NCBA Trust Plans. For more details, please visit: <https://www.coughlin.ca/ncbaa-aannnc/coughlin.html> (TBC)

## CHANGING POSITIONS OR EARNINGS

### Transferring from Represented to Management (vice-versa)

If you permanently transfer from a represented to a management position, you become eligible for the Flexplus Benefits Program. Please refer to the [Management Flexplus Benefits Online](#) for details about this plan.

If you permanently transfer from a management position to represented position, you will transfer to the Represented Benefits Plan, and all Flexplus options will cease on your last day in the management position.

### Changing from Part-time to Full-time (vice-versa)

If you were working less than one-third of a full-time equivalent position, you may become eligible for new or revised coverage when you start working full-time. If you transfer to a position working less than one-third of a full-time equivalent position, your coverage ends.

### Change in Earnings

Any increase or decrease in your annual earnings, resulting from earnings rate adjustments, increments, and promotions, means a corresponding change in the amount of life and accident, business travel, and disability coverage, depending on the plans for which you are eligible.

Life insurance amounts and premiums are revised on the effective date of the change.

If your earnings increase retroactively or decrease before the effective date, coverage changes the first of the month following the month in which the change is authorized. Here is an example of how this works for Basic Life Insurance coverage.

|                 |          |
|-----------------|----------|
| Annual earnings | \$52,950 |
|-----------------|----------|

|                               |                  |
|-------------------------------|------------------|
| Adjusted insurable earnings   | \$106,000        |
| Collective agreement ratified | October 24, 2020 |
| Retroactive to                | January 1, 2020  |
| Coverage Increases            | November 1, 2020 |

For disability coverage, retroactive salary increases affect your benefits only if the increase date falls before you began to receive disability benefits.

## TAKING AN AUTHORIZED LEAVE OF ABSENCE

During paid leave, benefits coverage continues as though you were at work.

On unpaid leave for:

- illness or disability,
- maternity, adoption, paternity or for care and nurturing leave,
- education,
- service with an international organization,
- relocation of your spouse,
- personal reasons, or
- service on loan to a union

You must maintain your Basic Life Insurance by paying required premiums in advance.

If your leave is for:

- education,
- relocation of your spouse, or
- personal reasons

You will have to pay both the employee and employer portion of the required premiums for all the NAV CANADA Benefit Plans you want to maintain beyond the first three months of leave, (please note that the Basic Life Insurance is not optional) as long as you pay the required premiums before your leave starts. You can give post-dated cheques or make a lump-sum payment.

If you become disabled while on leave and have maintained your disability coverage, you would be entitled to short-term disability or sick leave benefits (depending on your collective agreement). Long Term disability benefits would begin following a waiting period of 13 weeks, or the expiration of short-term disability benefits or sick leave benefits, whichever is later. If you choose not to continue your Long Term Disability coverage any disability arising during this period will not be eligible for coverage once you return to work.

## CHANGE IN MARITAL STATUS

Check the definition of spouse in the glossary section to determine if your new spouse is eligible.

- In Workday, apply to change your Health Care Plan coverage to family, if you had single:
  - Click [here](#) to view the Guide for Managing dependents in Workday.
  - You must upload the applicable proof of eligibility to your Benefit Event in Workday – this will be reviewed and approved (or, if information is missing, will be sent back through Workday).
  - If you apply within 90 days of your marriage, or your change in status with a common-law spouse after one year of cohabitation, coverage takes effect on the date of the change.
  - If you apply more than 90 days later, coverage takes effect the first day of the fourth month after your application is received.
- In Workday, apply to change your Health/Dental Care Plan coverage as a result of a loss of eligible spouse:
  - If you have no remaining dependents, your coverage change takes effect no more than 90 days after your request to change to single coverage is received.
  - If you have remaining eligible dependents (i.e children), you can remove only your ineligible spouse and maintain coverage for your other dependents as long as they remain eligible under the plan.

Change your designated beneficiary, if you wish and are permitted to do so by law by visiting [Retirement Plus](#). Updating your dependents for Health Care and Dental Care coverage in no way changes your beneficiary for life insurance.

## ADDING A CHILD TO YOUR FAMILY

Check the definition of child in the glossary section to determine if your new child is eligible.

Apply to change your Health Care Plan coverage to family, if you had single coverage:

In the Benefits Module in your Workday account, you must [initiate a Change Benefits Event](#) to add a dependent to your coverage. Simply adding a dependent to Workday will not automatically add them to your Health/Dental Plans.

- If you apply within 90 days of the arrival of the child, coverage takes effect on the date of the change.
- If you apply more than 90 days later, coverage takes effect the first day of the fourth month after your application is received.

Change your designated beneficiary, if you wish and are permitted to do so by law by visiting [Retirement Plus](#). Updating your dependents for Health Care and Dental Care coverage in no way changes your beneficiary for life insurance.

## CHILD REACHES AGE 21

If your child is not attending an accredited school full-time, Health Care and Dental Care coverage ends when he or she reaches age 21. If your child enters a spousal relationship before that date, coverage ends immediately.

If your child depends on you for support because of a psychiatric or physical disability and became disabled before age 21, coverage may continue without age limit. You must complete the Disabled Child Coverage Form and submit to Sun Life Financial for approval prior to your child's 21<sup>st</sup> birthday to benefit from continued coverage beyond age 21.

NAV CANADA will only be advised if the application has been approved in order to maintain your child's coverage. Information related to the diagnosis of your child will not be released to NAV CANADA.

## CHILD GOING TO/LEAVING COLLEGE OR UNIVERSITY

### Child going to school or university

Coverage continues until age 25 (age 26, for Quebec residents) as long as your child is enrolled in an accredited school full-time and a letter or other confirmation of your child's enrolment is provided to the HR Employee Centre, on an annual basis.

- If your child reaches 21 during a school term:
  - You must [update your dependent's profile](#) in Workday
  - proof of enrollment for that current term must be uploaded to Workday to maintain coverage. Coverage for the summer months is continued as long as your child was enrolled Full-time during the Winter (January to April) term.
- If your child reaches 21 during the summer:
  - You must [update your dependent's profile](#) in Workday to indicate they are a Full-Time student
  - Proof of enrollment, for the previous Winter (January-April) term, must be uploaded in Workday to maintain coverage.
- If your child has returned to school and is not currently covered:
  - You must [request to add your child as a new dependent](#) (and provide supporting documentation if not already on file) in Workday. each summer for the upcoming school year.

### Child leaving school or university

Coverage ends if your child is older than age 21 and stops attending school full-time.

## BOTH SPOUSES WORKING AT NAV CANADA

|  |   |
|--|---|
| Health Care Plan   | You may both apply for family coverage, and both cover your children. Co-ordination of benefits is permitted. |
| Dental Care Plan   | You may both apply for family coverage, and both cover your children. Co-ordination of benefits is permitted. |
| Business Travel Accidental Death and Dismemberment Insurance | You spouse and children are covered during relocation and related house-hunting trip.                         |

## CHANGING PERSONAL INFORMATION

To change your personal information, consult the Workday guide on [How to Maintain your Personal Information](#).



## Cost / Premiums

All premium rates are subject to change based on the experience of the plans.

### HEALTH CARE PLAN

The monthly premiums for the Health Care Plan are as follows:

| Employees pay... |                 | NAV CANADA pays... |                 |
|------------------|-----------------|--------------------|-----------------|
| Single Coverage  | Family Coverage | Single Coverage    | Family coverage |
| \$0              | \$0             | \$130.72           | \$282.75        |

Premiums are subject to provincial tax for Ontario and Quebec.

For Quebec residents, premiums and provincial tax paid by NAV CANADA for your Health Care Plan coverage are subject to provincial income tax. This annual taxable benefit is reported on your Relevé 1 or Relevé 2 (but not your T4 or T4A). If you live in Quebec and work in another province you will not receive a Relevé 1 slip.

These amounts will be reported in a separate letter, which will be distributed at the same time as the T4 slips. If you live and work in Quebec, these benefits will be reported in Box A and Box J of the Relevé 1 slip.

### DENTAL CARE PLAN

The monthly premiums for the Dental Care Plan are as follows:

| Employees pay... | NAV CANADA pays... |
|------------------|--------------------|
| \$0              | \$124.27           |

On certain types of leave without pay the monthly premiums for the Dental Care Plan are as follows:

|                              | Employees pay... | NAV CANADA pays... |
|------------------------------|------------------|--------------------|
| Employees without dependents | \$56.45          | \$0                |
| Employees with dependents    | \$124.27         | \$0                |

Premiums are subject to provincial tax for Ontario and Quebec.

For Quebec residents, premiums and provincial tax paid by NAV CANADA for your Dental Care Plan coverage are subject to provincial income tax. This annual taxable benefit is reported on

your Relevé 1 or Relevé 2 (but not your T4 or T4A). If you live in Quebec and work in another province you will not receive a Relevé 1 slip. These amounts will be reported in a separate letter, which will be distributed at the same time as the T4 slips. If you live and work in Quebec, these benefits will be reported in Box A and Box J of the Relevé 1 slip.

## BASIC LIFE INSURANCE

The monthly premiums for Basic Life Insurance are as follows:

| Employees pay...                | NAV CANADA pays... |
|---------------------------------|--------------------|
| \$0.141 per \$1,000 of coverage | \$0                |

After you reach age 65, NAV CANADA will pay 100% of the premium for the first \$5,000 of coverage; you pay for any remaining coverage.

Premiums are subject to provincial tax: for Ontario, Quebec and Manitoba.

Life insurance premiums and provincial tax paid by NAV CANADA constitute a taxable benefit under the Income Tax Act. This amount is added to your T4 and Relevé 1 slips, for active employees. Applicable income tax is deducted from your pay. If you live in Quebec and work in another province you will not receive a Relevé 1 slip.

## LONG-TERM DISABILITY INSURANCE

The monthly premiums for Long Term Disability Insurance are as follows:

| Employees pay... | NAV CANADA pays...                                 |
|------------------|--|
| \$0              | \$1.928 per \$1,000 of adjusted insurable earnings |

Premiums are subject to provincial tax for Ontario, Quebec, and Manitoba.

## BUSINESS TRAVEL ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

The Business Travel Accidental Death and Dismemberment Plan is offered to employees at no cost.

## FREQUENTLY ASKED QUESTIONS

*How do I pay my part of the cost?*

By payroll deduction.

*How do I pay if I am not getting a pay cheque?*

With post-dated cheques, to cover the period of your leave without pay. You must provide these cheques before you leave.



## Prescription Drugs

### WHAT'S COVERED?

Reasonable and customary charges for covered prescription drugs, as long as the medication is medically necessary for the treatment of disease or injury and approved by Sun Life.

**80%**

brand name prescription drug cost only if a generic drug equivalent does not exist.

**85%**

of lowest alternative generic prescription drug cost if one is approved on the market, except if your physician completes a [medical exception form](#) for consideration if the brand name drug is medically necessary; the exception request will be reviewed by Sun Life and a decision will be communicated in writing to pay 85% of the brand name cost.

Expenses with a maximum reimbursable amount will be paid at 100%.

### Per Script Fee

**\$10**

The plan will deduct a per script fee of \$10 for each Drug Identification Number (DIN) claimed on an individual receipt if expense not purchased at a Preferred Pharmacy (\$4 per script fee applies in Quebec, regardless of the pharmacy). You pay the remaining cost.

### Dispensing Fee

**Max  
5**

Maximum 5 dispensing fees per year for maintenance drugs (with the same DIN). This is called a Dispensing Fee Frequency Limit (DFFL). The DFFL is 5 times in a benefit year. Each group of maintenance drugs has its own DFFL as does each person under this plan. If a person fills a prescription more often than the drug's DFFL, dispensing fees incurred on claims that exceed the DFFL will not be eligible for reimbursement.

### Prior Authorization Program

Specialty drugs that are used to treat specific health conditions and/or cost more than \$5,000 per person, per year will require pre-approval ("Prior Authorization"). This means that if your physician prescribes such a specialty drug for you or your covered dependent, you and your physician must submit evidence that supports the need for the drug in order to obtain coverage

for it under the Health Care Plan. Should a plan member choose not to submit a request or if the request does not meet the criteria, the claim will be rejected.

To determine if a prescription drug requires prior authorization, please contact our third-party provider, Cubic Health Inc., through the [FACET Program for Prior Authorization](#). Users of this service are encouraged to read and will be subject to Cubic Health Inc's [privacy policy](#). Your personal information and/or personal health information will be collected directly by the third party vendor. NAV CANADA will not receive employee personal information and/or personal health information from FACET, with the exception where an employee expressly consents to specific personal information and/or personal health information being provided to NAV CANADA.

## ELIGIBLE EXPENSES

To determine if a specific drug may be eligible for coverage:

1. Go online to [www.mysunlife.ca/navcanada](http://www.mysunlife.ca/navcanada).
2. Sign in with your Access ID and password.
3. Click on My coverage.
4. Click on Drug Coverage under the Medical section.

You can get an Access ID and password by calling Sun Life at 1-800-361-6212 or by clicking "Register now" on the sign-in page [www.mysunlife.ca/navcanada](http://www.mysunlife.ca/navcanada).

Drugs or supplies must be prescribed by a Doctor or Dentist (or other qualified professionals if applicable provincial legislation permits them to prescribe these drugs) and dispensed by a licensed pharmacist or a Doctor.

Read what limitations and exclusions apply to this coverage:

| Eligible Expense  | Limitations  |
|---|--|
| Aerochambers with masks for the delivery of asthma medication | For children under six years of age only.  |
| Brand Name Prescription Drugs                                 | Reimbursed at 80% if a generic equivalent does not exist, except if physician completes and submits a <a href="#">Drug Exception form</a> for consideration and approval. If approved by Sun Life reimbursement will be at 85% of brand name cost.       |
| Compounded Prescriptions                                      | Regardless of active ingredients.  |
| Supplies for Diabetes Treatment                               | <ul style="list-style-type: none"> <li>• Hypodermic needles, syringes, and chemical diagnostic aids for treatment of diabetes.</li> <li>• Including needles and syringes no earlier than 36 months after purchase of an insulin jet-injector.</li> </ul> |

| Eligible Expense                                   | Limitations   |
|--|---|
| Drug-delivery devices to deliver asthma medication | Must be integral to the product.  |
| Erectile Dysfunction Drugs                         | Maximum reimbursable expense of \$1,300 <sup>1</sup> for each covered person in any one calendar year.  |
| Injectable Drugs                                   | Including allergy serums administered by injection.   |
| Prescription Drugs                                 | Identified in the Monographs section of the current Compendium of Pharmaceuticals and Specialties as a narcotic, controlled drug, or requiring a prescription.  |
| Replacement Therapeutic Nutrients                  | Replacement therapeutic nutrients prescribed by an accredited medical specialist for the treatment of an injury or disease (excluding allergies or aesthetic ailments), provided that no other nutritional alternative exists to support the life of the patient.   |
| Life-Sustaining Drugs                              | <p>Life-sustaining drugs that may not legally require a prescription, identified in the Therapeutic Guide section of the current Compendium of Pharmaceuticals and Specialties under the following headings:</p> <ul style="list-style-type: none"> <li>• anti-anginal agents</li> <li>• antiparkinsonism agents</li> <li>• bronchodilators</li> <li>• antihyperlipidemic agents</li> <li>• hyperthyroidism therapy</li> <li>• parasympathomimetic agents</li> <li>• tuberculosis therapy</li> <li>• anticholinergic preparations</li> <li>• anti-arrhythmic agents</li> <li>• glaucoma therapy</li> <li>• insulin preparations</li> <li>• oral fibrinolytic agents</li> <li>• potassium replacement therapy</li> <li>• topical enzymatic debriding agents</li> </ul> |
| Specialty Drugs                                    | <p>The Prior Authorization Program for specialty drugs applies to a limited number of drugs and, as its name suggests, prior approval is required for coverage under the program.</p> <p>In order for specialty drugs to be covered, both you and your doctor need to provide medical information. You will be covered for these drugs if the information provided meets the medical criteria. If not, your claim will be declined.</p> <p>Please contact our third-party provider, Cubic Health Inc., through the <a href="#">FACET Program for Prior Authorization</a>. Users of</p>  |

|                        |  |
|------------------------|--|
|                        | this service are encouraged to read and will be subject to Cubic Health Inc's <a href="#">privacy policy</a> .   |
| Smoking Cessation Aids | <ul style="list-style-type: none"> <li>• Require a prescription</li> <li>• Must not be available over the counter</li> <li>• Lifetime maximum reimbursable expense for each covered person of \$1,000<sup>1</sup></li> </ul>   |
| Vitamins and Minerals  | <ul style="list-style-type: none"> <li>• Must not be available over the counter; and</li> <li>• are prescribed for the treatment of a chronic disease, when the customary practice of medicine considers that these products have proven therapeutic value and when no other alternatives are available to the patient.</li> </ul> |
| Weight Loss Drugs      | <ul style="list-style-type: none"> <li>• Require a Prescription.</li> <li>• Covered if person is considered obese as defined by the <a href="#">World Health Organization</a> (including prescribed injectable vitamins/dietary supplements if used in conjunction with a weight loss drug program).</li> </ul>                    |

<sup>1</sup>All expenses with a maximum reimbursable amount will be paid at 100% coinsurance.

## MAKING A CLAIM

### Claiming under the NAV CANADA Plan

#### Using the Pay Direct Drug Card

If you are a full-time or part-time employee covered under the Health Care Plan, you have access to the Pay Direct drug card feature. This card can be used for prescription drug expenses for you and your registered dependents.

If you do not use your Pay Direct drug card, your pharmacist may charge you more than the customary mark-up rate, and these higher charges are NOT covered by the Health Care Plan.

If you and your spouse are both NAV CANADA employees and you are covered as a dependent under family coverage on your spouse's Health Care Plan, you will not have access to your own Pay Direct drug card as a dependent under your spouse's plan.

#### Buying Online

If you buy prescription drugs through our mail-order Preferred Pharmacy, you will not need to claim with Sun Life, since they will invoice Sun Life directly for the applicable eligible expenses paid by the Plan.

#### Paper Claim Form

1. Pay the expense and get a receipt,
2. Complete an Extended Health Care and Health Spending Account Claim Form, and

3. Mail the claim form and original receipt to Sun Life.

## Coordination of Benefits with the Pay Direct Drug Card

If your pharmacist is aware that there is a secondary plan and he/she is prepared to accommodate you, they will be able to transmit a claim under the secondary plan, indicating what amount was allowed under the primary plan. This may permit 100% reimbursement of the cost of the prescription.

However, in this case both you and your spouse must have coverage with Sun Life (and both must have a drug card) or your spouse must have a drug card with a carrier who uses Express Scripts as their pay-direct provider.

If your spouse's health care coverage is not with Sun Life and/or does not have pay-direct with Express Scripts, you will not be able to use your pay-direct drug card for those expenses and must submit a paper claim form for the coordination of benefits portion.

For more information, visit the "Making a Claim" section.

## FREQUENTLY ASKED QUESTIONS

### Brand Name & Generic Drugs

#### *Does the plan cover brand-named drugs?*

Yes, but with the following exceptions:

- if no generic drug is approved on the market (coinsurance will be 80%),
- your physician completes a medical exception form for consideration if a brand name drug is medically necessary; the exception request will be reviewed by Sun Life and a decision will be communicated in writing (coinsurance will be 85%).

Otherwise, only 85% of the equivalent least expensive generic drug will be reimbursed.

#### *What are generic drugs?*

A generic drug is a copy of a brand name product. Generic drugs contain the same medicinal ingredients as the brand name drug and are considered bioequivalent to the brand name drug product. There may be many generic versions of the same brand name drug.

Nearly 45% of all prescriptions filled by pharmacies use generic drugs, and some hospitals use generic drugs almost exclusively. Chances are that you have received a generic drug at some time, whether you realize it or not.

#### *Are generic drugs safe?*

Generic drugs are safe. Like brand-name drugs, they must meet the strict regulations established by Health Canada, and the Food and Drugs Act and Regulations.

#### *Why do generic drugs sometimes look different from brand-name drugs?*

Every drug has two types of ingredients: active and non-active. Generic drugs and brand-name drugs share the same active ingredients, which must meet strict government regulations.

However, the non-active ingredients may differ, causing generic drugs to look or taste different from brand-name drugs. Be assured that generic drugs work the same as brand-name drugs, regardless of shape, size, colour and taste.

#### *Can I get a generic version for all my prescription drugs?*

Not all drugs have a generic version. Many drugs are protected by patents, which have not expired. Until the patent expires, the company, which owns the patent, is the only company who can produce that drug. Once the patent expires other companies can manufacture the generic version of the drug.

#### *How can I find out if my prescription has a generic version?*

Physicians are best at choosing which drug is right for you, but they do not always know which drugs are available in a generic version. Your pharmacist is an excellent source for information on which of your prescriptions can be filled with a generic equivalent.

#### *How do I know if the prescription drug prescribed by my physician is a generic version?*

Your physician and/or your pharmacist can confirm if the prescribed drug is a generic version or if a generic equivalent exists in the market. You should tell your physician that your plan will only reimburse the generic equivalent unless they complete an exception request on your behalf.

#### *What is the difference between generic and brand name drugs?*

The quality standards for brand name drugs and generic drugs are the same. The ingredients, manufacturing processes and facilities for all drugs must meet the federal guidelines for [Good Manufacturing Practices](#). As well, all drug manufacturers must perform a series of tests, both during and after production, to show that every drug batch made meets the requirements for that product.

The generic drug must contain the same amount of medicinal ingredients as the brand name drug. However, non-medicinal ingredients, such as fillers and ingredients that colour the drug, may be different from those of the brand name product. The generic manufacturer must provide studies showing that the different non-medicinal ingredients have not changed the quality, safety or effectiveness of the generic drug.

To prove that their products are safe and effective, generic drug manufacturers must demonstrate that the generic drug performs similarly to the brand name drug.

#### *Why are brand name drugs so much more expensive than the generic equivalent?*

Brand-name drugs require more time and money for initial research. In addition, many also employ vast consumer-marketing campaigns, which also adds to the cost. These costs are incorporated into the total pricing of the drug sold to the consumer. On the other hand, generic drugs require less time and money for research, costing consumers, on average, 30 to 40 percent less.

## Drug Card

### *How do I obtain a drug card?*

The first step in obtaining your Access ID and Password required to access your profile and Pay Direct drug card is to register with [Sun Life Member Services](#).

### *How do I view and print the drug card?*

You can visit the Sun Life website at [www.mysunlife.ca/navcanada](http://www.mysunlife.ca/navcanada) and enter your Access ID and password. Once on the site, you will see a “take me to” drop down menu in the center of the page, where you will select “print drug card”. An image of the drug card will appear on screen. Simply print as many copies as you require.

### *Will I have any out of pocket expenses when I use the Direct Pay drug card?*

When you present your Pay Direct drug card to your pharmacist, you will have to pay the following:

- the per-script fee, if purchase is not at one of the preferred pharmacies (\$4 per script fee applies in Quebec, regardless of the pharmacy);
- 15% or 20% coinsurance that applies;
- any drug amount over and above the price of the least expensive generic equivalent unless exception request has been approved by Sun Life;
- eligible drug expenses over the annual maximum;
- any ineligible drug expenses; and/or
- eligible drug expenses for your dependents, subject to the coordination of benefits rules.

### *How do I use my Pay Direct drug card if I also have coverage under another plan?*

If your pharmacist is aware that there is a secondary plan and he/she is prepared to accommodate you, they will be able to transmit a claim under the secondary plan, indicating what amount was allowed under the primary plan. This may permit 100% reimbursement of the cost of the prescription.

However, in this case both you and your spouse must have coverage with Sun Life (and both must have a drug card) or your spouse must have a drug card with a carrier who uses Express Scripts as their Pay Direct provider.

If your spouse's health care coverage is not with Sun Life and/or does not have Pay Direct with Express Scripts, you will not be able to use your Pay Direct drug card for those expenses and must submit a paper claim form for the coordination of benefits portion.

### *How do I use the Pay Direct drug card outside Canada?*

The Pay Direct drug card can only be used in Canada. If you are outside the country, you must pay for the expenses and submit a paper claim form to Sun Life Financial to obtain reimbursement.

### *Why won't the pharmacist accept the Pay Direct drug card for my dependent's drug expenses?*

There are a few reasons why the expense would be declined at the pharmacy counter:

- you do not have family coverage under the NAV CANADA Health Care Plan (you must apply for the family coverage and register your dependents before you can claim drug expenses with your Pay Direct drug card);
- your dependent is not registered in the system (e.g. positive enrolment process within your Workday Self-Serve Account); or
- your spouse does not have a Pay Direct drug card feature under his/her Health Care Plan or Express Scripts is not their Pay Direct Provider.

In cases 2 and 3, you must pay for the expense and submit an Extended Health Care and Health Spending Account claim form to Sun Life Financial.

*How can I obtain a card with my dependent's information on it?*

The Pay Direct drug card is not personalized for every family member covered under your plan. As the employee card holder, your information is primary, and the dependent information is linked to your record.

*My name does not appear on the Pay Direct drug card. Can I still present it for use or does the named person need to be present?*

If you are a registered dependent of the named person on the card, you can use the Pay Direct drug card without the named person being present. You will need to advise the pharmacist of your relationship to the plan member and your date of birth. The pharmacist will confirm that the information matches what is on file with Express Scripts and process accordingly.

## **Health Spending Account**

*How do I claim drug expenses under my Health Spending Account?*

You can submit electronically, either online or through the Sun Life mobile app, or by paper form. See the Health Spending Account section for specific instructions.

Expenses incurred in the previous calendar year must be processed using a paper claim form.

## **Mail Order Form**

*Can I use a mail-order pharmacy and still get reimbursed?*

A mail-order prescription program is available through our mail-order Preferred Pharmacy for all eligible Health Care Plan members living in Canada.

How it works:

- Our mail-order Preferred Pharmacy will bill Sun Life directly for your eligible prescription drug orders.
- The only out-of-pocket expense for you is:
  - 15% or 20% coinsurance that applies;
  - any drug amount over and above the price of the least expensive generic equivalent unless exception request has been approved by Sun Life;
  - eligible drug expenses over the annual maximum; and/or

- any ineligible drug or items (such as regular drugstore items) you choose to purchase.

You can claim the unpaid portion of expense claims through your Health Spending Account, or to another plan for coordination of benefits.

For further information about the Preferred Pharmacy Network contact the Human Resources Employee Centre (HREC) at [HREC-CERH@navcanada.ca](mailto:HREC-CERH@navcanada.ca) or 1-888-774-4732, option 2.

## Per Script Fee

*How does the per script fee affect me?*

If your prescription drug expense is not purchased at one of the Preferred Pharmacies Sun Life Financial calculates the eligible expense you claim by deducting a per script fee for each Drug Identification Number (DIN) indicated on the receipt once the coinsurance has been applied. A \$4 per script fee applies in Quebec, regardless of the pharmacy.

## Prescription Drugs

*I am trying to stop smoking. Can the plan help?*

Yes, but only with smoking cessation aids that require a prescription and are not available over the counter, to a lifetime maximum reimbursable expense of \$1,000.

*Does the plan cover Viagra?*

Yes, the plan covers all erectile dysfunction drugs up to a maximum reimbursable expense of \$1,300 for each covered person in any one calendar year.

*Does the plan cover experimental drugs?*

Experimental products or treatments are never eligible unless Sun Life is satisfied that substantial evidence exists, provided through objective clinical testing of the product's or treatment's safety and effectiveness for the purpose and under the conditions of the use recommended.

Certain life-sustaining non-prescription drugs are covered if prescribed by a physician.

*Does the plan cover an unlimited supply of therapeutic or maintenance drugs?*

Although there is no maximum limit for drugs, you may only claim what can reasonably be used in three months. The plan will only reimburse a maximum 100-day supply at a time.

*Does the plan cover supplies for diabetics?*

Yes, including hypodermic needles, syringes, and chemical diagnostic aids. But, if you buy an insulin jet-injector, you cannot claim needles and syringes for the next 36 months.

*Does the plan cover contraceptives?*

Yes, oral and non-oral contraceptives prescribed by a physician and dispensed by a licensed pharmacist.

*Are injectable drugs covered?*

Yes, including allergy serums administered by injection.

*Where can I obtain a list of prescription drugs that require prior authorization?*

Please contact our third-party provider, Cubic Health Inc., through the [FACET Program for Prior Authorization](#). Users of this service are encouraged to read and will be subject to Cubic Health Inc's [privacy policy](#).

*How can I claim weight loss drugs?*

Charges for prescription weight loss drugs (includes injectable vitamins and dietary supplements prescribed by a physician in conjunction with a weight loss drug program) will be considered an eligible expense only if the covered person is deemed obese as defined by the World Health Organization (WHO). To find out more about the Body Mass Index and the WHO, refer to their [website](#).



## Preferred Pharmacy Network

### WHAT'S COVERED?

NAV CANADA is committed to providing its members with sufficient information to spend benefit plan dollars in the most cost-effective way so a Preferred Pharmacy Network (PPN) has been established to help you save on your prescription drug costs.

Participation is voluntary and enables you to save money while accessing comprehensive pharmacy services with the following benefits:

- Elimination of the \$10 per script fee
- Provides value and convenience for plan members

Due to specific provincial regulations, the network is not authorized to include Quebec pharmacies. The per script fee of \$4 will continue to apply to all prescription drugs purchased in Quebec.

The per script fee of \$10 will continue to apply to all prescription drugs purchased outside the PPN.

### HOW IT WORKS

1. Select the Preferred Pharmacy Network pharmacy closest to you or that best meets your needs.
2. Give your new prescription to the pharmacist or transfer an existing prescription.
3. Give your Pay Direct Drug Card information to the pharmacist.
4. Enjoy lower out-of-pocket costs right away.

Select your province from the list below to find the preferred pharmacy available in that province. Click on the provider site to find the closest pharmacy nearest you by using the "Locations" and/or "Stores" link and "Pharmacy" filter feature.

| Province/Territory | Pharmacy  |
|--------------------|---|
| Quebec             | The Code of Ethics of the Association Québécoise des Pharmaciens Propriétaires (AQPP) includes a number of provisions precluding price rebating (or other profit sharing) to PBMs (insurers, drug card providers) or plan sponsors in exchange for plan member incentive to use a preferred pharmacy. |

| Province/Territory  | Pharmacy   |
|---|--|
| Alberta<br><br>British Columbia<br><br>Manitoba<br><br>Newfoundland & Labrador<br><br>Nova Scotia<br><br>Saskatchewan | <b>In Store</b><br><a href="#">Costco Pharmacy</a> <ul style="list-style-type: none"> <li>Membership is not required to purchase prescription drugs</li> <li>Receive a \$10 Costco Cash Card when you sign up for a new Costco Gold Star or Executive Membership.</li> </ul> <a href="#">Walmart Pharmacy</a> <ul style="list-style-type: none"> <li>10% discount on prescription glasses, lenses and contact lenses when purchased at a Walmart Vision Centre. The discount offered does not apply to vision exams.</li> </ul> <b>Mail Order</b><br><a href="#">MediTrust Pharmacy</a> <ul style="list-style-type: none"> <li>Rexall discount card once you complete a survey after you have signed up for the MediTrust home delivery service through the MediTrust website.</li> </ul>                  |
| New Brunswick<br><br>Ontario  | <b>In Store &amp; Mail Order</b><br><a href="#">Costco Pharmacy</a> <ul style="list-style-type: none"> <li>Membership is not required to purchase prescription drugs</li> <li>Receive a \$10 Costco Cash Card when you sign up for a new Costco Gold Star or Executive Membership.</li> </ul> <a href="#">Walmart Pharmacy</a> <ul style="list-style-type: none"> <li>10% discount on prescription glasses, lenses and contact lenses when purchased at a Walmart Vision Centre. The discount offered does not apply to vision exams.</li> </ul> <b>Mail Order</b><br><a href="#">MediTrust Pharmacy</a> <ul style="list-style-type: none"> <li>Rexall discount card once you complete a survey after you have signed up for the MediTrust home delivery service through the MediTrust website.</li> </ul> |
| Northwest Territories<br><br>Prince Edward Island<br><br>Yukon  | <b>In Store</b><br><a href="#">Walmart Pharmacy</a> <ul style="list-style-type: none"> <li>10% discount on prescription glasses, lenses and contact lenses when purchased at a Walmart Vision Centre. The discount offered does not apply to vision exams.</li> </ul> <b>Mail Order</b><br><a href="#">MediTrust Pharmacy</a> <ul style="list-style-type: none"> <li>Rexall discount card once you complete a survey after you have signed up for the MediTrust home delivery service through the MediTrust website.</li> </ul>  |
| Nunavut   | <b>Mail Order</b><br><a href="#">MediTrust Pharmacy</a> <ul style="list-style-type: none"> <li>Rexall discount card once you complete a survey after you have signed up for the MediTrust home delivery service through the MediTrust website.</li> </ul>  |

## FREQUENTLY ASKED QUESTIONS

### *Do I have to use a pharmacy in the PPN?*

No. Using a pharmacy in the Preferred Pharmacy Network is optional but it offers many benefits including lower out-of-pocket expenses. More importantly, the plan will charge you the per script fee of \$10 if your prescription drug expense is not purchased at one of the Preferred Pharmacies. The \$4 per script fee applies in Quebec, regardless of the pharmacy.

### *How do I find a participating pharmacy?*

Go to the “How it Works” section and select your province from the list. Participating pharmacies and their websites are shown for each province.

### *Why is there no PPN in Quebec?*

The Code of Ethics of the Association Québécoise des Pharmaciens Propriétaires (AQPP) includes a number of provisions precluding price rebating (or other profit sharing) to PBMs (insurers, drug card providers) or plan sponsors in exchange for plan member incentive to use a preferred pharmacy.

### *Do I have to provide my pay-direct drug card information to the preferred pharmacy to access the preferred rates and waiver of script fee?*

Yes. In order to access the waiver of per script fee and the lower cost preferred rates you must provide your drug card information to the pharmacist at the point of sale. If the drug card information is not presented, you will not benefit from the lower cost preferred arrangement.



## WHAT'S COVERED?

In an out-of-province emergency, call Global Excel Management (GEM).

In Canada and the US: 1-800-551-4610

From elsewhere, call collect: 1-519-514-0351

### Personal Travel

100%

Reasonable and customary charges for emergency health care:

- outside your province of residence, and
- above what is payable by your provincial health plan, to a maximum reimbursable expense of \$1,000,000 for each covered person for any one period of travel.

The expense must be:

- prescribed by a physician and medically necessary,
- incurred no more than 60 days from the date you leave home or any time you are on official travel status (if treatment continues beyond 60 days, related expenses will be covered),
- incurred because of an emergency, and
- payable in part by the provincial plan.

### Business Travel

Reasonable and customary charges for emergency health care:

100%

- outside your province of residence,
- above what is payable by your provincial health plan, to a lifetime maximum reimbursable expense of \$350,000 for each employee (emergency health benefits are not paid on behalf of your spouse or children), and
- supplies and services required within 60 days of the emergency for emergency medical treatment.

All active employees under age 75 who live in Canada and are travelling for business. Spouse under age 75 and children of covered employees, during relocation or related house-hunting trip:

|                       |   |
|-----------------------|---|
| Represented Employees | 3 x adjusted insurable earnings (to a maximum of \$350,000) |
| Spouse                | \$100,000   |
| Children              | \$10,000  |

## ELIGIBLE EXPENSES

### Personal Travel

Eligible expenses include:

- public-ward accommodation and auxiliary hospital services in a general hospital,
- the services of a physician,
- out-patient services in a hospital,
- one-way economy airfare for the patient and professional attendant, back to the province of residence, when medically necessary,
- medical evacuation by ambulance, when Sun Life determines that suitable care is not available where the emergency occurs,
- family assistance, subject to certain limits:
  - combined maximum payable for all family assistance benefits - \$2,500 for any one travel emergency;
  - return transportation for covered dependent children under age 16 who are left unattended because the Employee or the Employee's covered spouse is hospitalized. If necessary, an escort will be provided to accompany the dependent children. The maximum payable is the cost of economy airfare.
  - combined maximum payable - \$2,500 for any one travel emergency;
  - a visit of a relative if the family member is hospitalized for more than 7 days while travelling alone. This includes economy airfare, and meals and accommodations to a maximum of \$150 per day, for a spouse, parent, child, brother or sister. This benefit also covers expenses incurred if it is necessary to identify a deceased family member prior to release of the body.
  - meals and accommodations if the Employee or a covered dependent's trip is extended due to hospitalization of a family member. The additional expenses incurred by accompanying family members for accommodations and meals are provided to a maximum of \$150 per day.
- transportation arrangements to the nearest hospital that provides the appropriate care, or back to Canada,
- medical referrals, consultation and monitoring,
- legal referrals,
- a telephone interpretation service,
- a message service (messages held up to 15 days for family and business associates),
- advance hospital and medical expense payment, and
- return of the deceased in the event of death, to a maximum of \$3,000.

If a treatment or service is not offered in the patient's province of residence and the person is referred to a hospital in another province, in writing, by the attending physician in his/her province of residence, the plan pays 100% for reasonable and customary charges for the same services, up to a maximum of \$25,000 per illness.

## Business Travel

Eligible expenses include:

- drugs and medicines available only by prescription and listed in the current Compendium of Pharmaceuticals and Specialties,
- private-duty nursing, prescribed by a physician as medically necessary, where the service is provided by a registered nurse not a member of your family or ordinarily resident in your home, to a maximum of \$1,000 per person,
- transportation by local licensed ambulance,
- diagnostic laboratory and X-ray examinations,
- administration of anesthesia, oxygen, blood, and blood transfusions,
- semi-private hospital room and board charges and related services and supplies, including drugs administered while confined to hospital for up to 30 days, and
- physician charges for medical or surgical services.

The plan also covers reasonable and customary charges for transportation, medical services, and medical supplies for an emergency evacuation, to a maximum of \$50,000 for each employee, as long as:

- the attending physician certifies that:
  - your medical condition warrants immediate transportation to the nearest hospital where appropriate medical treatment can be obtained, or
  - after being treated at a local hospital, your medical condition warrants transportation to your Canadian residence for further medical treatment or to recover, or both,
- travel is by the most direct and economical route, and
- expenses for special transportation (that is, any land, water, or air conveyance required to transport you during an emergency evacuation, including, but not limited to, air ambulance, land ambulance, and private motor vehicle) are those required by the regulations of the conveyance in which you are transported.

If you, your spouse, or child sustain a covered injury and are confined to a hospital more than 150 kilometers from home, the plan pays reasonable and customary charges to bring a member of your immediate family (that is, your legal or common-law spouse, parents, grandparents, children over age 18, brother, or sister) by the most direct route by licensed common carrier to be with the person. The attending physician must recommend this visit in writing. The maximum payable is \$10,000.

## MAKING A CLAIM

Global Excel Management (GEM) will co-ordinate payments from the provincial health care plan and Sun Life for members enrolled in supplementary coverage. You do not need to submit a claim, unless you want to claim for co-ordination of benefits under another plan.

If you do not contact Global Excel Management (GEM):

1. Get detailed receipts,
2. Submit expenses to your provincial health plan within 14 days of your return to Canada,
3. Once the province reimburses you, send Sun Life:
  - an Extended Health Care and Health Spending Account Claim Form,
  - duplicate receipts (or photocopies), and
  - the provincial statement of payment.

Send in your claim as quickly as possible, because provincial plans have very strict time limits. If claims are late, they may not be paid by the province or Sun Life.

For all expenses outside Canada under Business Travel Accidental Death and Dismemberment Insurance, call the HR Employee Centre at 1-888-774-4732 option 2, after contacting Global Excel Management (GEM) at the number above.

## TRAVEL TIPS

- For detailed travel health information, visit [www.travelhealth.gc.ca](http://www.travelhealth.gc.ca), a Health Canada site that provides:
  - current information on international disease outbreaks,
  - immunization recommendations for international travel,
  - general health advice for international travelers, and
  - disease-specific treatment and prevention guidelines.
- If you plan to travel off the beaten track, you may need to take extra health precautions. Seek medical advice at least six weeks before you travel, since some vaccinations should not be given together.
- Review NAV CANADA's travel coverage and decide whether you need to buy additional insurance.
- Carry your benefit card as proof of insurance coverage.
- Know how to contact Global Excel Management (GEM) for emergency health claims, and make sure that your traveling companion(s), travel agent and someone at home know how to do so as well.
- Make sure you know about health risks specific to your destination. Take first aid supplies along.
- Keep prescription medication in its original container and carry a doctor's prescription for any controlled drug.

**NAV CANADA Benefits Online**  
Represented Employee

- Do not leave prescription medication in your checked luggage, in case your baggage goes astray.
- Carry a medical certificate for syringes if you require them for medical purposes.
- Ensure that you have all required visas. Make photocopies of your visas and keep them separate from the originals.
- Photocopy the identification page in your passport. Keep a copy separate from the passport and leave another copy with someone at home.
- For travel reports on various countries throughout the world, visit [Consular Affairs](#) and consult the travel report for your destination.
- There are a number of hospitals that have been identified in California, Florida, Arizona and Nevada that are now requiring a deposit from Canadian patients regardless of whether or not they are billing the patient or the insurance company directly. Where possible, contact Global Excel Management (GEM) before incurring any expenses.



## Health Practitioner

### WHAT'S COVERED?

The Health Care Plan covers reasonable and customary charges incurred for eligible expenses, as long as they:

80%

- are medically necessary for the treatment of disease or injury
- are within the practitioner's area of expertise,
- require the skills and qualifications of such a practitioner, and
- are provided by a practitioner licensed, registered, or certified through the respective provincial licensing body or professional organization.

You pay the remaining cost.

Expenses with a maximum reimbursable amount will be paid at 100%.

### ELIGIBLE EXPENSES

| Type of Expense              | Maximum Reimbursable Expense   |
|------------------------------|--|
| Acupuncturist                | \$300 <sup>1</sup> for each covered person in any one calendar year  |
| Chiropracist/Podiatrist      |  |
| Naturopath                   |  |
| Osteopath                    |  |
| Registered Massage Therapist |  |
| Chiropractor                 | \$500 <sup>1</sup> for each covered person in any one calendar year  |
| Electrology                  | <ul style="list-style-type: none"> <li>• By an electrologist or a physician.</li> <li>• Limited to treatment to remove excessive hair from exposed areas of the face and neck (when the patient suffers from severe emotional trauma as a result of the condition)</li> <li>• \$20<sup>1</sup> for each visit</li> <li>• psychiatrist's or psychologist's prescription required every 12 months</li> </ul> |
| Physiotherapist              | <ul style="list-style-type: none"> <li>• Unlimited</li> <li>• Physician's prescription required every 12 months</li> </ul>   |
| Psychologist                 | • \$1,000 <sup>1</sup> for each covered person in any one calendar year  |
| Speech-Language Pathologist  | <ul style="list-style-type: none"> <li>• \$500<sup>1</sup> for each covered person in any one calendar year</li> <li>• Physician's prescription required every 12 months</li> </ul>  |

<sup>1</sup>All expenses with a maximum reimbursable amount will be paid at 100% coinsurance

## FREQUENTLY ASKED QUESTIONS

*Does the plan cover the cost of any laboratory tests or X-rays?*

Yes, that is:

- tests done in a commercial laboratory for diagnosis of an illness (not including tests in a physician's office or pharmacy), and
- X-rays ordered by a physician, chiropractor, osteopath or chiropodist/podiatrist.

The plan does not cover the cost of laboratory tests or X-rays done in a private laboratory.



## Dentist

### WHAT'S COVERED?

#### Reimbursement

The Dental Care Plan reimburses:

- 90% of the cost of basic services
- 50% of the cost of major services

Payment will not be made for any portion of a treatment that is more expensive than the usual, reasonable and customary charge for the least expensive alternate service or material, consistent with adequate dental services, when such alternative service or material is customarily provided.

#### Maximums

The following maximums are applied to the amount of expense for each covered person:

- \$1,750 per calendar year for basic and major services combined, other than orthodontics, and
- \$2,500 lifetime maximum for orthodontics.

You pay the remaining cost.

If you join the plan on or after July 1 in a calendar year, the maximum benefit payable in that year is \$875 for services other than orthodontics.

### ELIGIBLE EXPENSES

Eligible expenses are charges for the procedures listed below up to the amount in the Suggested Dental Fee Guide, as approved by the relevant Dental Association, for these procedures.

When determining what will be paid for the procedure, Sun Life will first find out if 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 the dentist performed. Sun Life will not pay more than the reasonable and customary cost of the least expensive alternate procedure.

If treatment is likely to cost more than \$300, Sun Life recommends that you have your dentist submit a treatment plan and expected cost to Sun Life. In return, Sun Life will let you know how much of the cost the plan will pay.

Read what exclusions apply to this coverage.

## Regular Dental Expenses

| Type of Expense   | Reimbursement |
|---|---------------|
| <b>Anesthesia</b> in connection with oral surgery   | 90%           |
| <b>Bridges/dentures</b> <ul style="list-style-type: none"> <li>• exams, films and diagnostic casts</li> <li>• addition of tooth to a removable denture</li> <li>• partial and complete dentures</li> <li>• pontics (fixed bridges)</li> <li>• retainers</li> <li>• abutments (fixed bridges)</li> <li>• retentive pins in abutments</li> <li>• repairs of fixed appliances</li> <li>• other prosthodontic services</li> </ul> | 50%           |
| <b>Consultations with another dentist</b>   | 90%           |
| <b>Crowns, inlays/onlays, and other restorative services</b> <ul style="list-style-type: none"> <li>• gold foil</li> <li>• gold inlays</li> <li>• retentive pins, posts and cores</li> <li>• porcelain inlays</li> <li>• crowns</li> <li>• other restorative services</li> </ul>  | 50%           |
| <b>Denture repairs (minor)</b> <ul style="list-style-type: none"> <li>• repairs</li> <li>• adjustments</li> <li>• relining and rebasing (once every 3 years)</li> </ul>   | 90%           |
| <b>Emergency services not otherwise specified</b>   | 90%           |
| <b>Endodontics (root canals)</b> <ul style="list-style-type: none"> <li>• pulp capping</li> <li>• pulpotomy</li> <li>• root canal therapy</li> <li>• periapical services</li> <li>• other endodontic procedures</li> </ul>  | 90%           |
| <b>Examination and diagnosis</b> <ul style="list-style-type: none"> <li>• complete oral examination</li> <li>• recall oral examination (once every 9 months)</li> <li>• specific oral examination</li> <li>• emergency oral examination</li> <li>• treatment planning</li> </ul>  | 90%           |

| Type of Expense  | Reimbursement |
|--|---------------|
| <b>Fillings</b> <ul style="list-style-type: none"> <li>• amalgam</li> <li>• silicate</li> <li>• acrylic or composite</li> <li>• pin reinforcements for these restorations</li> </ul>   | 90%           |
| <b>House calls, hospital calls and special office visits</b>   | 90%           |
| <b>Oral surgery</b> <ul style="list-style-type: none"> <li>• uncomplicated removal of tooth</li> <li>• surgical removal and tooth repositioning</li> <li>• alveoplasty, gingivoplasty, stomatoplasty, osteoplasty, tuberooplasty</li> <li>• removal of excess mucosa</li> <li>• surgical excision or incision</li> <li>• removal of cyst</li> <li>• removal of impacted teeth</li> <li>• repair of soft tissue</li> <li>• frenectomy, dislocations</li> <li>• miscellaneous surgical services</li> </ul> | 90%           |
| <b>Orthodontics</b> <ul style="list-style-type: none"> <li>• orthodontic exam</li> <li>• films</li> <li>• orthodontic diagnostic casts</li> <li>• surgical services</li> <li>• observation and adjustments</li> <li>• repairs, alterations</li> <li>• removable appliances</li> <li>• fixed appliances</li> <li>• retention appliances</li> <li>• appliances to control harmful habits</li> </ul>  | 50%           |
| <b>Periodontics (treatment of gum disease)</b> <ul style="list-style-type: none"> <li>• non-surgical, surgical and post-surgical treatment</li> <li>• occlusal equilibration (not exceeding 8-time units every 12 months)</li> <li>• scaling and root planing</li> <li>• other periodontic services</li> </ul>   | 90%           |

| Type of Expense  | Reimbursement |
|--|---------------|
| <b>Preventive services</b> <ul style="list-style-type: none"> <li>• dental cleaning and polishing (once every 9 months)</li> <li>• topical application of fluoride (once every 9 months)</li> <li>• pit and fissure sealants (for children under age 15 only)</li> <li>• caries control</li> <li>• enameloplasty</li> <li>• space maintainers (not involving movement of teeth)</li> <li>• oral hygiene instructions (1 per benefit year)</li> </ul> | 90%           |
| <b>Tests, lab work</b> <ul style="list-style-type: none"> <li>• biopsy of oral tissue</li> <li>• pulp-vitality tests</li> </ul>  | 90%           |
| <b>X-rays</b> <ul style="list-style-type: none"> <li>• periapical (one complete series every 36 months)</li> <li>• occlusal</li> <li>• bitewings (once every 9 months)</li> <li>• extra-oral</li> <li>• sialography, uses of dyes</li> <li>• panoramic (once every 3 years)</li> <li>• interpretation of radiographs from another source</li> <li>• tomography</li> </ul>  | 90%           |

## Dental Injury

Claims for dental injury are claimed through the Health Care Plan first, and any balance, from the Dental Care Plan.

The Health Care Plan covers 80% of reasonable and customary charges for represented employees for the services of a dentist/dental surgeon (as well as charges for braces and splints) required to treat a fractured jaw or accidental injuries to natural teeth caused by an external, violent injury or blow. Accidents associated with cleaning, chewing, and eating are not covered.

The Dental Care Plan covers up to 90% of any remaining balance for active represented employees.

Treatment must take place no more than 12 months after the accident (for children under the age of 17 treatment must take place before the child reaches age 18).

## Dental Surgery

You claim from the Dental Care Plan first, and any balance, from the Health Care Plan.

The Dental Care Plan covers up to 90%.

For any remaining balance, the Health Care Plan covers 80% of reasonable and customary charges for represented employees for the following oral surgical procedures:

- Avulsion of nerve - supra or infra-orbital
- Cysts, lesions, abscesses
  - biopsy
    - soft tissue lesion
    - incision
    - excision
    - hard tissue lesion
  - excision of cysts
  - excision of benign lesion
  - excision of ranula
  - incision and drainage
    - intra oral - soft tissue
    - intra osseous (into bone)
  - periodontal abscess
  - incision and drainage
- Frenectomy - labial or buccal (lip or cheek)
- Fractures and dislocations
  - dislocation—temporomandibular joint (or jaw)
    - closed or open reduction
  - fractures—mandible
    - no reduction, closed reduction, or open reduction
  - fractures—maxillar or malar
    - no reduction, closed reduction, open reduction, or complicated open reduction
- Gingival and alveolar procedures
  - alveoplasty
  - flap approach with curettage
  - flap approach with osteoplasty
  - flap approach with curettage and osteoplasty
  - gingival curettage
  - gingivectomy with or without curettage
  - gingivoplasty
- Lingual (tongue)
- Removal of teeth or roots
  - removal of impacted teeth
  - removal of root or foreign body from maxillar antrum
  - root resection—apiectomy or apicoectomy
    - anterior teeth
    - bicuspid
    - molars
- Repair of antro-oral fistula
- Sialolithotomy - simple
- Sialolithotomy - complicated
- Sulcus deepening, ridge reconstruction
- Torus (bone biopsy)
- Treatment of traumatic injuries
  - repair of soft tissue lacerations
  - debridement, repair, suturing

## MAKING A CLAIM

### Regular Dental Expenses & Dental Surgery

#### If Your Dentist Submits Electronically

Make sure all your personal information is correct, including plan number 25298 and your member ID number.

### If Your Dentist Does Not Submit Electronically

You must submit your claim directly to Sun Life either electronically or by paper claim form.

E-claims submission is not available for all types of dental claims. Send Sun Life a paper claim form for any of the following types of dental claims:

- requests for predeterminations/estimates of coverage on proposed dental work;
- claims for bridges, crowns or dentures;
- claims where the dentist gave you x-rays, tooth molds or supporting documentation/correspondence (these need to be submitted with your paper claim);
- claims where payment is assigned to your dentist (if permitted under your plan);
- claims as a result of an accident;
- out of Canada claims; and
- orthodontic claims: if Sun Life Financial has approved your treatment plan, you can submit your claims online. If your treatment plan has not been submitted to Sun Life, please include it with your claim form and your receipts.

### Accidental Injury

These claims cannot be submitted electronically by your dentist, they must be submitted by paper claim form.

1. Have your dentist complete the appropriate sections of the Dental and Health Spending Account Claim Form,
2. make sure that the claim is not sent electronically to the Dental Care Plan,
3. attach the Dental claim form to an Extended Health Care and Health Spending Account Claim Form, and
4. send both to Sun Life.

## FREQUENTLY ASKED QUESTIONS

### *How is the amount of the maximum eligible expense determined?*

| If you...  | The maximum eligible expense is calculated using...  |
|--|--|
| Live and go to the dentist in Canada                   | The current dental fee guide in the province or territory where the dentist is located   |
| Live in Canada but go to the dentist outside of Canada | Reasonable and customary charges (the amount that would have been charged in your province of residence determines the annual maximum) |

### *Do I need to get pre-approval for expensive dental treatment?*

If treatment is likely to cost more than \$300, Sun Life recommends that you have your dentist submit a treatment plan and expected cost to Sun Life. In return, Sun Life will let you know how much of the cost the plan will pay.

*What if I need dental surgery or dental treatment after an accident?*

- **Dental Injury**

Treatment must take place no more than 12 months after the accident (for children under age 17 treatment must take place before the child reaches age 18).

You claim from the Health Care Plan first, and any balance, from the Dental Care Plan.

The Health Care Plan covers up to 80%.

For any remaining balance, the Dental Care Plan covers 90% of reasonable and customary charges for certain oral surgical procedures.

- **Dental Surgery**

You claim from the Dental Care Plan first, and any balance, from the Health Care Plan.

The Dental Care Plan covers up to 90%.

For any remaining balance, the Health Care Plan covers 80% of reasonable and customary charges for certain oral surgical procedures.

## EXCLUSIONS

No benefit is payable for the following dental services and supplies:

- Services or supplies payable or available (regardless of any waiting list) under any government sponsored plan or program unless explicitly listed as covered under the benefit or any portion thereof, that are the legal liability of any other party.
- Any portion of the charge over the usual, customary and reasonable charge of the least expensive alternate service or material consistent with adequate dental services when such alternate service or material is customarily provided.
- Charges for appointments not kept or completion of claim forms.
- Expenses related to services or supplies of the type normally intended for sport or home use, such as but not limited to, mouth guards.
- Charges for dental services due to or resulting from any cause for which indemnity or compensation is provided under any Workers' Compensation Act, Criminal Injuries Compensation Act or similar legislation.
- The portion of the charge which is the legal liability of another party.
- Any services or supply for which there would be no charge in the absence of this coverage.
- For which user fees, co-insurance charges or similar charges are made that are in excess of charges payable by a government dental, hospital or health plan.
- That are not yet approved by the Canadian Dental Association or that, in the opinion of Sun Life, are clearly experimental in nature.

- Services rendered and supplies purchase prior to the date the person became covered under this Plan.
- That, in the opinion of Sun Life, are rendered principally for cosmetic purposes including, but not limited to, porcelain or composite facings on crowns or pontics on molar teeth.
- Related to the purchase, repair, modification or replacement of a duplicate prosthodontic appliance, for any reasons.
- For an appliance or a modification of one where an impression is made for such appliance or a modification before the person became covered under the Dental Care Plan.
- For crowns, bridges and gold restorations for which a tooth was prepared before the person became covered under the Dental Care Plan.
- For root canal therapy where the pulp chamber was opened before the person became covered under the Dental Care Plan.
- Rendered as a result of a congenital or developmental malformation that is not a Class I, II or III malocclusion.
- For a periodontal appliance, occlusal equilibration, and other related service as a result of a temporo-mandibular joint dysfunction (TMJ dysfunction) or vertical dimension correction.
- Related to implants, other than the reasonable and customary cost of the least expensive alternate procedure as determined by Sun Life,
- For an orthodontic treatment, in respect of a member or his or her eligible spouse, where the initial appliance was installed before the person became covered for such service under the Dental Care Plan.

### **Limitations for Prosthodontic Appliances**

Charges for a replacement bridge or replacement standard denture, are not considered an eligible expense, unless:

- it is needed as a result of the removal of additional natural teeth after insertion of the existing bridge or standard denture,
- the existing bridge or standard denture is at least 5 years old and cannot be made serviceable,
- the existing bridge or denture was temporarily inserted, provided that the replacement bridge or denture is inserted within 12 months of the temporary bridge or denture and the replacement will thereafter be deemed permanent for the purposes of this provision,
- the replacement bridge or denture is required as the result of the insertion of an initial opposing denture after the date the person becomes covered under this Plan, or
- the replacement bridge or denture is required as the result of accidental dental injury to a natural tooth that occurred after the date the person becomes covered under this Plan.



## Health Spending Account

### WHAT'S COVERED?

**\$750**

If you are a full-time or part-time employee covered under the Health Care Plan, you are entitled to \$750 (one allocation per certificate number) each calendar year in a Health Spending Account.

The Health Spending Account:

- can be used to claim eligible expenses for yourself and your eligible dependents
- not transferable to cash
- pro-rated based on start date of Health Care Coverage

If you are a Quebec resident, covered under the Health Care Plan, your health spending account is subject to provincial income tax. If you live in Quebec and work in another province you will not receive a Relevé 1 slip. These amounts will be reported in a separate letter, which will be distributed at the same time as the T4 slips. If you live and work in Quebec, you will have an average calculated taxable benefit on your first pay cheque of each month.

### ELIGIBLE EXPENSES

Any expenses that are tax-deductible and listed in the [Income Tax Act](#), its regulations and Interpretation Bulletins, for yourself, and your eligible dependents.

For more information on what is covered you can access the Health Spending Account link on your plan member profile homepage by logging in at [www.mysunlife.ca/navcanada](http://www.mysunlife.ca/navcanada) or contact a Sun Life Customer Service Representative at Sun Life, at 1-800-361-6212.

### MAKING A CLAIM

#### Claiming Under the NAV CANADA Plan

To receive maximum benefits, begin by claiming the expense(s) under the Health Care Plan or Dental Care Plan. If you have an unpaid amount or any expenses that are not covered under the above plans you can submit either electronically or by paper claim form:

\*Expenses incurred in the previous calendar year must be submitted by paper claim form.

### Mobile

1. Go to Sun Life Mobile.
2. Sign in with your Access ID and password.
3. Click on Submit a Claim.
4. Select Health Spending Account.

### Online

1. Go to [www.mysunlife.ca/navcanada](http://www.mysunlife.ca/navcanada).
2. Sign in with your Access ID and password.
3. Click on My claims.
4. Select Health Spending Account e-claim under the Submit a claim section.

You can get an Access ID and password by calling Sun Life at 1-800-361-6212 or by clicking "Register now" on the sign-in page [www.mysunlife.ca/navcanada](http://www.mysunlife.ca/navcanada).

### Paper Claim Form

1. Pay the expense and get a receipt.
2. Complete all applicable sections of the claim form including:
  - o health expenses: Part 3 of the Extended Health Care and Health Spending Account Claim Form
  - o dental expenses: Part 5 of the Dental and Health Spending Account Claim Form,
3. Mail both the claim form and original receipt to Sun Life.

### Coordination of Benefits

To maximize your coverage using the Health Spending Account, if you and your spouse are covered by more than one Benefit Plan, expenses should be submitted as follows:

1. to the plan that covers you as a full-time or part-time employee,
2. to the secondary plan, and
3. any remaining balance to your Health Spending Account.

## EXCLUSIONS

Any expense incurred by the employee or a covered dependent, which would not qualify as the employee's medical expenses in accordance the Income Tax Act of Canada as amended from time to time, excluding any such expense, or portion of such expense, payable under any other private or governmental plan.

Any expense that was not incurred in the calendar year for which the Health Spending Account entitlement is in effect. You have 90 days after the end of the calendar year to submit your claims.



## WHAT'S COVERED?

80%

The Health Care Plan pays reasonable and customary charges incurred for eligible expenses.

You pay the remaining cost.

Expenses with a maximum reimbursable amount will be paid at 100%.

## ELIGIBLE EXPENSES

Read what limitations and exclusions apply to this coverage.

| Type of Expense  | Limitation  |
|--|---|
| Artificial Eyes and Replacements   | Including replacement of existing eye, no earlier than: <ul style="list-style-type: none"> <li>• 60 months after the last purchase, for covered persons over age 21, or</li> <li>• 12 months after the last purchase, for spouse or children 21 years of age or less</li> </ul> |
| Eye Examinations   | By a licensed optometrist. One examination for each covered person in each two-year calendar period   |
| Eyeglasses and Contact Lenses needed to correct vision, prescribed by an ophthalmologist or optometrist, and repairs | Maximum reimbursable expense of \$225 <sup>1</sup> for each two-year calendar period  |
| Eyeglasses or Contact Lenses (initial purchase) required as the direct result of surgery or an accident              | Must be purchased within six months of such surgery or accident, or as soon as is reasonably possible, in Sun Life's opinion  |
| Laser Eye Surgery  | Can be claimed against the same maximum reimbursable expense of \$225 <sup>1</sup> as eyeglasses and contact lenses in subsequent two-year calendar period (under the regular Health Care Plan, not the Health Spending Account) until the full cost has been claimed.          |

<sup>1</sup> All expenses with a maximum reimbursable amount will be paid at 100% coinsurance.

## MAKING A CLAIM

### Eyeglasses, contact lenses and eye exams

You can submit your claim electronically or by paper claim form.

#### Mobile

1. Go to Sun Life Mobile.
2. Sign in with your Access ID and password.
3. Click on Submit a Claim.
4. Select Vision.

#### Online

1. Go to [www.mysunlife.ca/navcanada](http://www.mysunlife.ca/navcanada).
2. Sign in with your Access ID and password.
3. Click on My claims.
4. Select Vision e-claim under the Submit a claim section.

You can get an Access ID and password by calling Sun Life at 1-800-361-6212 or by clicking "Register now" on the sign-in page [www.mysunlife.ca/navcanada](http://www.mysunlife.ca/navcanada).

#### Paper Claim Form

1. Pay the expense and get a receipt.
2. Complete an Extended Health Care and Health Spending Account Claim Form.
3. Mail the claim form and original receipt to Sun Life.

### Laser Eye Surgery, Artificial Eyes, and Replacements

You must submit your expense by paper claim form.

1. Pay the expense and get a receipt.
2. Complete an Extended Health Care and Health Spending Account Claim Form.
3. Mail both the claim form and original receipt to Sun Life.

You can continue to resubmit the laser surgery expense claim under the regular Health Care Plan until the balance is paid, as long as the person for whom you are claiming remains continuously covered under the plan. You cannot continue to resubmit the laser surgery expense claim under the Health Spending Account.

Once the next two-year claiming period begins, submit a new Extended Health Care and Health Spending Account Claim Form with a copy of your original receipt and explanation of benefits form received from Sun Life.

## FREQUENTLY ASKED QUESTIONS

### *Does the plan cover sunglasses?*

Yes, as long as they have prescription lenses.

### *How does the two-year claiming period work?*

If you received a reimbursement of \$225 on the purchase of eyeglasses, contact lenses or laser eye surgery during the two-year period that runs from January 1, 2021 to December 31, 2022, you cannot claim again until the new two-year period (January 1, 2023 to December 31, 2024) begins.

For laser eye surgery claims, you may re-submit the expense, as long as the person is covered by the plan, in every two-year calendar period until the full cost of the surgery has been claimed. You cannot re-submit the expense under the Health Spending Account for that new calendar year period.



## Hospital & Ambulance

### WHAT'S COVERED?

#### Hospital

100%

Reasonable and customary costs for semi-private hospital accommodation.

If you choose a private hospital room, you must pay the difference in cost between semi-private and private accommodation. The plan will only pay the hospital for the semi-private accommodation costs.

Read what limitations and exclusions apply to this coverage.

#### Ambulance

80%

Reasonable and customary charges for ground or air ambulance services, as long as:

- the service is prescribed by a physician and medically necessary, and
- the provider is licensed.

You pay the remaining cost.

Read what limitations and exclusions apply to this coverage.

### MAKING A CLAIM

#### Hospital

If you, your spouse, or any of your children are hospitalized, give the admitting clerk your benefit card.

Generally, hospitals bill the plan directly. If your hospital does not, send a completed Extended Health Care and Health Spending Account claim form with the hospital's invoice to Sun Life. They will either pay the hospital directly, if the claim was sent directly from the hospital, or reimburse you, up to the value of semi-private accommodation.

#### Ambulance

Expense claims must be submitted by paper form.

1. Pay the expense and get a receipt.
2. Complete an Extended Health Care and Health Spending Account claim form.
3. Mail the claim and original receipt to Sun Life.

## FREQUENTLY ASKED QUESTIONS

### *What if I just want ward accommodation?*

Your provincial health plan covers 100% of the cost.

### *Can I get higher reimbursement from the plan?*

No, there is no option to pay more for higher coverage. If you choose a private room when you are hospitalized, you must pay the difference in cost between semi-private and private accommodation.

### *Does the plan cover other types of hospital services?*

Generally, in Canada, hospital charges are covered by your provincial plan.

### *Can I get the ambulance to take me to any hospital I want?*

No, it must take you to the nearest hospital equipped to provide the required treatment.

### *Does the plan cover the cost of a medical certified attendant to accompany me?*

Yes, if medically necessary.



## Hearing Aids

### WHAT'S COVERED?

#### Regular Hearing Aids

Of reasonable and customary charges for hearing aids prescribed by an ear, nose, and throat specialist, including repairs but excluding batteries. Maximum reimbursable expense of \$1,000 for each covered person every 60 months.

100%

To be eligible:

- any provincial plan must have paid its maximum for the service or product, and
- the service or product must be prescribed by a physician and medically necessary.

You pay the remaining cost.

Read what exclusions apply to this coverage.

#### As the result of surgery or an accident

Of the initial purchase of hearing aids required as the direct result of surgery or an accident. Must be purchased within six months of the surgery or accident, or as soon as is reasonably possible, in Sun Life's opinion. No maximum reimbursable expense.

80%

To be eligible:

- any provincial plan must have paid its maximum for the service or product, and
- the service or product must be prescribed by a physician and medically necessary.

You pay the remaining cost.

Read what exclusions apply to this coverage.



## Medical Supplies & Services

### WHAT'S COVERED?

The Health Care Plan pays reasonable and customary charges for covered services or products, as long as:

80%

- any provincial plan has paid its maximum for the service or product, and
- the service or product is prescribed by a physician and medically necessary.

You pay the remaining cost.

Expenses with a maximum reimbursable amount will be paid at 100%.

### ELIGIBLE EXPENSES

Read what limitations and exclusions apply to this coverage:

| Eligible Expenses  | Limitations   |
|--|---|
| Artificial Limbs, temporary and permanent (to replace temporary) | Including replacement of existing prosthesis, no earlier than: <ul style="list-style-type: none"> <li>• 60 months after the last purchase for patients over age 21, or</li> <li>• 12 months after the last purchase for spouse, or child age 21 or less.</li> </ul> Earlier replacement may be approved if medically proven that growth or shrinkage of surrounding tissue requires replacement at an earlier date. |
| Bandages and Surgical Dressings                                  | Required for the treatment of an open wound or ulcer.   |
| Blood-glucose Monitors   | Blood-glucose monitors for insulin-dependent diabetics and for legally blind or colour blind non-insulin-dependent diabetics. Including repair or replacement, no earlier than 60 months following the date of purchase of the monitor.   |
| Braces that contain either metal or hard plastic                 | Not including dental braces or braces used primarily for athletic use.  |
| Breast Prosthesis following mastectomy                           | One replacement for each prosthesis in any 24-month period.   |

| Eligible Expenses  | Limitations   |
|--|---|
| Colostomy, ileostomy and tracheostomy supplies, catheters and drainage bags for incontinent, paraplegic or quadriplegic patients   | N/A   |
| Durable equipment manufactured specifically for medical use, required for temporary and therapeutic use in the patient's private residence - rental, or purchase at Sun Life's option - including walkers, hospital beds, apnea monitors and alarm systems for enuretic patients | Reimbursement limited to the cost of non-motorized equipment, unless medically proven that motorized is required.   |
| Elasticized support stockings and elasticized apparel for burn victims   | Manufactured to individual patient specifications, or with a minimum compression of 30 millimeters.   |
| Insulin jet-injector device for insulin-dependent diabetics  | Maximum reimbursable expense of \$760 <sup>1</sup> for each covered person every 36 months.   |
| Insulin pumps and associated equipment for insulin-dependent diabetics, including repair or replacement at least 60 months following the date of purchase  | Reimbursed only if prescribed by a physician associated with a recognized center for the treatment of diabetes at university teaching center.   |
| Orthopedic brassieres  | Maximum reimbursable expense of \$100 <sup>1</sup> for each covered person in any one calendar year.  |
| Orthopedic shoes that are an integral part of a brace or are specifically constructed for the patient, including modifications to such shoes, prescribed by a physician, chiropodist or podiatrist   | Maximum reimbursable expense for each covered person in any one calendar year of: <ul style="list-style-type: none"> <li>• total charges, less the average cost of regular footwear, as determined by Sun Life, or</li> <li>• \$150<sup>1</sup>,</li> </ul> whichever is less.  |
| Orthotics  | Maximum reimbursable expense of \$300 <sup>1</sup> for each covered person in any one calendar year.  |
| Oxygen and its administration  | N/A   |
| Private nursing care at home   | Maximum reimbursable expense of \$15,000 <sup>1</sup> for each covered person in any one calendar year, as long as the care is prescribed by a physician and medically necessary. The person providing the nursing care or prescribing it: <ul style="list-style-type: none"> <li>• does not live with the patient, and,</li> <li>• is not related to the patient by blood or marriage.</li> </ul> Contact Sun Life ahead of time to make sure that the plan will cover the expenses. |

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| Eligible Expenses   | Limitations  |
|---|--|
| Physician's services, when such services would be eligible for reimbursement under one or more provincial health plans                                    | N/A  |
| Trusses, crutches, splints, casts and cervical collars in metal or hard plastic   | N/A  |
| Wheelchair required for therapeutic use in the patient's private residence - rental, or purchase at Sun Life's option - including repairs and replacement | Reimbursement limited to the cost of non-motorized equipment, unless medically proven that motorized is required (no earlier than 60 months after the last purchase) |
| Wigs, when the patient is suffering from total hair loss as the result of a disease or illness  | Lifetime maximum reimbursable expense of \$500 <sup>1</sup>  |

<sup>1</sup>All expenses with a maximum reimbursable amount will be paid at 100% coinsurance.



## BASIC LIFE INSURANCE

In the event of your death from any cause, your beneficiary would receive benefits equal to twice your adjusted insurable earnings.

This coverage will begin reducing by 10% of your full coverage starting on your 61st birthday.

| Example   |  |
|---|--|
| Annual earnings at age 60                       | \$59,900   |
| Coverage at age 60                              | \$120,000  |
| Birth date                                      | March 15   |
| If no change in earnings:                       |  |
| Coverage effective on 61st birthday             | $\$59,900 \times 2 \times 90\% = \$107,820$ , rounded to \$250 = \$108,000 |
| Coverage effective on 62 <sup>nd</sup> birthday | $\$59,900 \times 2 \times 80\% = \$95,840$ , rounded to \$250 = \$96,000   |
| Coverage effective on 63 <sup>rd</sup> birthday | $\$59,900 \times 2 \times 70\% = \$83,860$ , rounded to \$250 = \$84,000   |

If you die while you are still working at NAV CANADA, coverage equals at least:

- \$5,000 or
- one third of your adjusted insurable earnings on the date of your death

Benefits are not taxable when paid to the beneficiary you name (any interest paid between the date of death and the date of payment is taxable). However, if your estate receives life insurance benefits, they may be subject to probate fees, since they may be considered assets.

### Basic Life Insurance Living Benefits Loan Program

If you become terminally ill with a life expectancy of 12 months or less, you may apply for a commercial loan under the Sun Life Benefits Loan Program. Under this program, you may receive an advance of up to 50% of your Basic Life coverage, to a maximum of \$100,000, provided that:

- you suffer an injury or illness expected to result in death within 12 months, from which there is no reasonable prospect of recovery, based on your physician's medical information,
- you have not named an irrevocable beneficiary,
- you submit a written request to Sun Life,
- NAV CANADA authorizes the payment, and
- you and your beneficiary sign an agreement before the benefit is paid.

If you are within 5 years of a scheduled reduction of Basic Life coverage, the advance you may receive cannot exceed 50% of the lowest reduced amount of the Basic Life coverage, to a maximum of \$100,000. If you are within 5 years of the termination of your Basic Life coverage, you may not apply for a commercial loan under the Sun Life Living Benefits Loan Program. This program is subject to other restrictions, as advised by Sun Life.

The amount paid (plus accumulated interest) will reduce the Basic Life Insurance benefit your beneficiary receives when you die.

## BUSINESS TRAVEL ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

If you are an active employee under age 75, live in Canada and lose your life while travelling on NAV CANADA business your beneficiary would receive 3 times the adjusted insurable earnings (to a maximum of \$350,000).

If your spouse, under age 75, or one of your dependent children loses their life in a covered accident during a relocation or related house-hunting trip, you would receive the following benefit:

|        |           |
|--------|-----------|
| Spouse | \$100,000 |
| Child  | \$10,000  |

The plan also pays the following additional benefits:

- **Repatriation:** In case of death more than 150 kilometers from your permanent residence, no more than 365 days after the accident, the plan pays for preparing the deceased for burial and shipment to the city of residence of the deceased, to a maximum of \$10,000.
- **Disappearance:** If the body of an insured person has not been found within one year of the disappearance, stranding, sinking or wrecking of the aircraft in which they were riding in at the time of the accident, the plan pays benefits for loss of life.

A percentage of this coverage amount is payable for certain serious injuries. Please see the Illness/Injury section for further details.

## BENEFICIARY

### Designating a Beneficiary

If you wish to designate one or more beneficiary, you can do so on the Naming or Substitution of Beneficiary Form by stating the beneficiary's full name and relationship to you.

You can also designate a beneficiary by will or on a subsequent beneficiary designation form.

Forms must be completed, dated and signed. You must initial any changes or alterations to the designation, no matter how small; correction fluid cannot be accepted. The signed witness on the form cannot be any of the designated beneficiaries.

Forms must be sent to the HR Employee Centre located at 77 Metcalfe (9th floor), Ottawa, Ontario, K1P 5L6.

You may designate as your beneficiary:

- any person;
- any registered charitable or benevolent organization or institution (name and registration number of the institution are required);
- any religious or educational organization (name is required);
- your estate; or
- a trust (in Quebec, the trust must be formally established).

## Revocable and Irrevocable Beneficiaries

A *revocable* beneficiary means that you are free to change the beneficiary designation at any time.

A beneficiary designation is assumed to be revocable, unless specifically designated as irrevocable. With exception in Quebec, the designation of a legal spouse (married or civil union) as beneficiary is irrevocable, unless specifically designated as revocable (this exception does not apply to a common law spouse).

An *irrevocable* beneficiary means you cannot change the designation without meeting specific requirements (see Changing a Beneficiary Designation below).

## Changing a Beneficiary Designation

### If the beneficiary designation is revocable:

A new Naming or Substitution of Beneficiary Form must be completed, dated and signed by you and a witness.

### If the beneficiary designation is irrevocable:

A new Naming or Substitution of Beneficiary Form must be completed, dated and signed by you and a witness. To change an irrevocable beneficiary or to change the current beneficiary designation from irrevocable to revocable, you must also submit one of the following documents, depending on the situation:

- 'Consent by Beneficiary Form', signed by the irrevocable beneficiary, revoking their rights; or
- Divorce Certificate (in Quebec, a divorce granted after December 1st, 1982 automatically cancels the designation of the spouse as beneficiary, even if irrevocable);  
or
- Proof of death of the irrevocable beneficiary.

## More about beneficiary designations

### Designating one beneficiary:

To designate one beneficiary, you must indicate the beneficiary's name and their relationship to you on the Basic Life – Beneficiary Designation Form.

### Appointing a contingent beneficiary:

A contingent beneficiary is the person designated to receive the proceeds if the primary beneficiary predeceases you. To appoint a contingent beneficiary, you must complete the Appointing Contingent Beneficiary section of the Basic Life – Beneficiary Designation Form.

### Designating more than one beneficiary:

To designate more than one beneficiary, you must indicate on the Basic Life – Beneficiary Designation Form each beneficiary's name, relationship to you and percentage allocated. The total of the designated percentages must equal 100%. If percentages are not indicated, an even split will be made between beneficiaries.

If a beneficiary predeceases you, the deceased beneficiary's portion of the death benefit will be paid either to your estate or to the contingent beneficiary(ies), if designated. Remaining percentages will be paid as listed on the beneficiary forms. For example:

|                      | Example 1   | Example 2  |
|----------------------|---|--|
| <b>Beneficiary 1</b> | 25%   | 98%  |
| <b>Beneficiary 2</b> | 25%   | 1%   |
| <b>Beneficiary 3</b> | 25%   | 1%   |
| <b>Beneficiary 4</b> | 25%   |  |
| <b>Note</b>          | Contingent Beneficiary or Estate  | Contingent Beneficiary or Estate   |
|                      | If any of the beneficiaries predecease the member, their allocation will be split among the remaining beneficiaries.<br><br>Beneficiary 1 predeceases member, Beneficiaries 2,3 and 4 get 1/3 each. | If Beneficiary 1 predeceases member, their 98% will be divided equally among the remaining beneficiaries.<br><br>Beneficiary 1 predeceases member, Beneficiaries 2 and 3 get 50% each. |

### Quebec Residents:

In the case of an even split between beneficiaries, the percentage allocated to the deceased beneficiary will be divided equally among the surviving beneficiary(ies). In the case of an uneven split, the deceased beneficiary's portion of the death benefit will be paid to the member's estate or to the contingent beneficiary(ies) if designated. Remaining percentages will be paid as listed on the beneficiary forms.

|                      | Example 1  | Example 2  |
|----------------------|--|--|
| <b>Beneficiary 1</b> | 25%  | 70%  |
| <b>Beneficiary 2</b> | 25%  | 20%  |
| <b>Beneficiary 3</b> | 25%  | 5%   |
| <b>Beneficiary 4</b> | 25%  | Contingent Beneficiary 1 or Estate   |
| <b>Note</b>          | <p>If any of the beneficiaries predecease the member, their 25% will be split evenly between the remaining beneficiaries.</p> <p>Beneficiary 1 predeceases member, Beneficiaries 2,3 and 4 get 1/3 each.</p> | <p>If any of the beneficiaries predecease the member, their allocation will be paid to the contingent beneficiary (if designated) or the Estate.</p> <p>Beneficiary 1 predeceases member, Beneficiaries 2 and 3 get 1% as indicated, and the 98% goes to the Contingent Beneficiary (ies) or Estate (as per completed form on file).</p> |

#### Designating a minor child as beneficiary in Quebec:

In Quebec, any amount payable to a minor beneficiary during his/her minority will be paid to the parent(s) or legal guardian on his/her behalf. If you wish to make provisions for an administrator or trustee to administer a minor child's money, you can do so in a will and designate the trustee as beneficiary. It is recommended that you consult with legal counsel to determine the estate planning steps you should take.

#### Designating a minor child as a beneficiary in all other provinces:

In all provinces, other than Quebec, if the member designates a minor child as beneficiary, a trustee should be designated. If no trustee is named, proceeds may be paid into court.

#### Designating an estate:

If you are designating your estate as beneficiary, the following should be considered:

- Insurance proceeds payable to the estate are subject to claims from creditors, whereas proceeds payable to a named beneficiary may, in some cases, be protected from creditors.
- In some instances, a will must be probated, and the costs will vary from province to province. These costs are not incurred if proceeds are payable to a named beneficiary. Probate is not required for a notarial will in the province of Quebec.

#### When no beneficiary has been designated:

Proceeds will be paid to the member's estate. A properly constituted and current will should be submitted with any claim to avoid delays in processing with the executors or liquidators of the estate.

## MAKING A CLAIM

In the event of your death, a member of your family must notify the HR Employee Centre (HREC) at [HREC-CERH@navcanada.ca](mailto:HREC-CERH@navcanada.ca) or 1-888-774-4732, opt 2. They will send out the necessary forms and information to the designated beneficiary.

For all expenses under Business Travel Accidental Death and Dismemberment Insurance, contact the HR Employee Centre at [HREC-CERH@navcanada.ca](mailto:HREC-CERH@navcanada.ca) or 1-888-774-4732, opt 2.

## FREQUENTLY ASKED QUESTIONS

### *Can you show me an example of benefits payable in the case of my death?*

If you earn \$90,000 and die in a covered accident while traveling on NAV CANADA business, your beneficiary would receive the following benefits:

| Example  |                  |
|--|------------------|
| Basic Life Insurance   | \$180,000        |
| Business Travel Accidental Death and Dismemberment Insurance | \$270,000        |
| <b>Total Payable</b>   | <b>\$450,000</b> |

### *Are the benefits tax-free?*

Yes. However, if you do not name a beneficiary or name your estate as beneficiary, probate fees may apply.

### *How are the benefits paid?*

A lump sum in Canadian dollars.

## EXCLUSIONS

### **Basic Life Insurance**

No restrictions apply to payment of this benefit.

### **Business Travel Death & Dismemberment Insurance**

No benefit is payable for:

- expenses paid for or furnished under the terms of any other Health Care Plan arranged through the employer,
- services provided by an agency or department of any government normally provided free-of-charge,
- non-emergency medical treatment, routine health check-ups, eye and ear examinations, eyeglasses and hearing aids, or treatment that can be reasonably delayed until return to Canada,

- dental care,
- dental services or supplies and appliances, except as previously mentioned,
- hospital charges for non-medical services, such as radio or telephone,
- services not listed as covered expenses,
- services rendered before coverage became effective or after termination of employment or termination of insurance,
- cosmetic surgery or treatment, except as required for correction of damage caused by accidental injury sustained while this coverage is in force,
- services or supplies that are available through any plan established pursuant to the laws or regulations of any government, including any motor vehicle no fault coverage required by statute,
- any service to the extent that any government prohibits payment of benefits,
- services, drugs or supplies which are deemed experimental in nature,
- delivery and transportation charges,
- services and supplies which are required for recreation or sport, but which are not medically necessary for regular activities,
- services received for confinement, which is primarily for chronic or custodial care,
- services received in a government hospital unless you are required to pay for such services,
- services to which you are entitled without charge, or for which there would be no charge if there were no insurance,
- services received from a dental or medical department maintained by NAV CANADA, a mutual benefit association, labour union, trustee or similar type of group,
- expenses in respect of services provided by a member of your family or by a person customarily living with you,
- chronic alcoholism or drug addiction,
- mental or nervous disorders or psychiatric treatment, unless necessitating hospital or institutional confinement, in which case coverage shall not extend beyond three months,
- AIDS or AIDS-related disease or disorders, or
- any condition for which you received medical advice for treatment during the 90 days immediately prior to becoming insured, until after the expiration of 12 months from the date you are eligible for insurance.
- normal commuting to and from work,
- intentionally self-inflicted injuries, suicide or any attempt thereat, while sane or insane,
- full-time, active duty in the armed forces,
- injury sustained while you are performing any common, manual, or mechanical labour that may be construed as part of your regular duties for NAV CANADA,
- any accident that occurs during the period you are required to live in another community, away from the work premises in the city of permanent assignment, for reasons of training or work assignments lasting longer than 60 days,
- acrobatic flying as defined by the Department of Transport,
- operations requiring a special permit or waiver from the Department of Transport even though granted, other than a permit waiver issued because of the territory to be flown

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over or landed upon, except operations requiring a ferry permit or test flight permit from the Department of Transport where such aircraft does not have a valid certificate of airworthiness and operations requiring aerial work under Transport Canada CAR 702 Operating Certificate; or

- crop dusting or spraying, seeding, firefighting, skywriting, pipeline inspection, power-line inspection, aerial photography, exploration, racing, endurance test or exhibition stunt flying.



## Illness & Injury

### LONG-TERM DISABILITY INSURANCE

If you are absent from work due to a non-work-related injury or illness you may be eligible for Long Term Disability benefits, as long as you meet the disabled criteria:

- During the elimination period and/or the next 24 months, you are considered disabled if you are unable to perform the essential functions of your own regular job.
- Thereafter, you are considered disabled if you are unable to perform any reasonably commensurate occupation for which you are qualified by training, education or experience.

If you do not meet the definition of disability after the elimination period and the subsequent 24 months, your benefits end, unless you participate in a rehabilitation plan.

You must be under the active care of a physician and follow a course of treatment satisfactory to Sun Life Financial.

Once your claim is approved by Sun Life Financial, you receive 70% of your adjusted insurable earnings as long as you remain disabled. This amount is reduced by amounts you receive for the same or a subsequent disability from or under:

- the Public Service Superannuation Act (PSSA) or NAV CANADA Pension Plan,
- the Canada/Quebec Pension Plan (C/QPP), excluding benefits payable to, or on behalf of, your dependents because of your disability,
- workers' compensation or similar government legislation,
- another group insurance plan or policy you have because of membership in an employee union or association,
- any government legislation, for example, automobile insurance income replacement benefits,
- disability benefits, or retirement benefits related to any employment, payable after your disability period begins,
- compensation or profit for any occupation or business enterprises in which you are actively engaged, and
- under the Criminal Injuries Compensation Act, or similar law, where allowed by law.

If you are eligible for benefits from another source, you must apply for them.

Benefits are not reduced by:

- government or pension plan benefit cost-of-living increases,
- disability benefits payable to or on behalf of your dependent,
- return of pension contributions when not entitled to a pension,
- benefits from retirement plans to which NAV CANADA has not contributed,
- benefits under a private, personal insurance policy, or a policy you have because of membership in a professional association not restricted to NAV CANADA,
- severance pay,
- early departure/retirement incentives,
- rehabilitation to a maximum of 100% of monthly earnings when combined with long-term disability benefits and other offset,
- disability payments from a life insurance, or
- disability benefits to a veteran under the Pension Act, and any subsequent increases.

| <b>Example</b>   |   |
|--|---|
| Annual Earnings  | \$67,925                                    |
| Adjusted Insurable Earnings  | \$68,000                                    |
| Gross Annual Long-Term Disability Benefits   | \$68,000 x 70% = \$47,600                   |
| Gross Monthly Long-Term Disability Benefits  | \$47,600 / 12 = \$3,966.67                  |
| <i>Income from other sources</i>   |   |
| NAV CANADA Pension Plan  | \$1,166.66                                  |
| Canada pension Plan  | \$666.66                                    |
| Total Income from Other Sources  | \$1,833.32                                  |
| <b>Monthly Net Disability Payment from the Long-Term Disability Insurance Plan</b> | <b>\$3,966.67 - \$1,833.32 = \$2,133.35</b> |

Benefits from the Long-Term Disability Insurance Plan are taxable. Sun Life Financial sends you a tax form annually, indicating the benefits paid to you the previous year.

Your monthly Long-Term Disability Insurance Plan premiums are not tax-deductible.

Once you are receiving plan benefits however, the total premiums you paid during your employment, if applicable, are tax-deductible. You can carry the deduction over from year to year until deducted in full. Consult your local tax center for more information, and the Human Resources Employee Centre (HREC) for total premiums you paid.

Read what exclusions apply to this coverage.

## BUSINESS TRAVEL ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

If you are an active employee under age 75, live in Canada and lose your life while travelling on NAV CANADA business your beneficiary would receive 3 times the adjusted insurable earnings (to a maximum of \$350,000).

If your spouse, under age 75, or one of your dependent children loses their life in a covered accident during a relocation or related house-hunting trip, you would receive the following benefit:

|        |           |
|--------|-----------|
| Spouse | \$100,000 |
| Child  | \$10,000  |

The Business Travel Accidental Death and Dismemberment Insurance Plan pays benefits if you suffer a permanent injury as a result of an accident that happens during the first 60 days of travel and stopover while on NAV CANADA business, away from NAV CANADA premises. It also includes coverage:

- while a passenger, pilot or crew member, riding in, boarding or alighting from an aircraft,
- while making a parachute jump from an aircraft for the purpose of self-preservation, or
- if you are struck by an aircraft.

The amount payable for loss or loss of use is a percentage of that payable in the event of death. This percentage varies depending on the injury's severity. Benefits are also payable if you suffer a covered loss or loss of use because you were exposed to the elements following a covered accident.

Read what exclusions apply to this coverage.

| Injury/Loss   | Percentage of Amount Payable |
|---|------------------------------|
| Quadriplegia (total and irreversible paralysis of all 4 limbs)                                    | 200%                         |
| Paraplegia (total and irreversible paralysis of both lower limbs)                                 | 200%                         |
| Hemiplegia (total and irreversible paralysis of one arm and one leg on the same side of the body) | 200%                         |
| Loss of both hands or both feet   | 100%                         |
| Loss of entire sight of both eyes   | 100%                         |
| Loss of one hand and one foot   | 100%                         |
| Loss of one hand or one foot, and entire sight of one eye   | 100%                         |
| Loss of speech and hearing  | 100%                         |
| Loss of use of both arms or both hands  | 100%                         |
| Loss of one arm or one leg  | 75%                          |
| Loss of use of one arm or one leg   | 75%                          |
| Loss of one hand or one foot  | 66 2/3%                      |
| Loss of entire sight of one eye   | 66 2/3%                      |
| Loss of use of one hand   | 66 2/3%                      |
| Loss of speech or hearing   | 66 2/3%                      |
| Loss of thumb and index finger of the same hand   | 33 1/3%                      |
| Loss of four fingers of the same hand   | 33 1/3%                      |
| Loss of hearing in one ear  | 25%                          |
| Loss of all toes on the same foot   | 12 1/2%                      |

Only the largest benefit is paid for injuries resulting from one accident.

The following additional benefits may be paid from the Business Travel Accidental Death and Dismemberment Insurance Plan.

### Emergency Evacuation Benefit

If injury or sickness commencing during the course of a trip results in the necessary emergency evacuation of an insured person, the plan will pay benefits for covered expenses (transportation, medical services and medical supplies incurred with the emergency evacuation) incurred by up to 10% of the amount payable in the event of death. An emergency evacuation must be ordered by a legally licensed physician who certifies that the severity of the injury or sickness warrants the emergency evacuation.

Emergency evacuation means:

- the medical condition warrants immediate transportation to the nearest hospital where appropriate medical treatment can be obtained; or
- after being treated at a local hospital, the medical condition warrants transportation to the place where the insured person resides (provided this residence is located in Canada or the United States) to obtain further medical treatment or to recover; or
- both of the above.

All transportation arrangements must be by the most direct and economical route.

## Home & Vehicle Modification

If a person receives benefits for a covered loss or loss of use that requires permanent use of a wheelchair, the plan will pay up to \$10,000 for one-time modifications to:

- the person's principal residence, to make it wheelchair-accessible and habitable, and
- the person's motor vehicle, to make it accessible or drivable, when such modifications are required by the vehicle licensing authorities,

Provided that:

- home modifications are done by an experienced contractor recommended by a recognized wheelchair support organization, and
- vehicle modifications are carried out by an experienced provider and approved by provincial licensing authorities.

## Seat Belt Benefit

If a person receives benefits for a covered loss or loss of use, the amount will be increased by 10% if the person was driving or riding in a vehicle, wearing a properly fastened seat belt (as evidenced in a police report).

## Family Transportation under the Business Travel Benefit

If you, your spouse, or child sustains a covered injury and is confined to a hospital more than 150 kilometers from home, the plan pays reasonable and customary charges to bring a member of your immediate family (that is, your legal or common-law spouse, parents, grandparents, children over age 18, brother, or sister) by the most direct route by licensed common carrier to be with the person. The attending physician must recommend this visit in writing. The maximum payable is \$10,000.

## Special Education Benefit

If an employee suffers loss of life in a covered accident the plan will pay up to a maximum of \$5,000 per year on behalf of any dependent child who, on the date of the accident, is enrolled as a full-time student in a post-secondary institution or was in their final year of secondary education and enrolls as a full-time student in a post-secondary institution within 365 days following the date of the accident.

This benefit is payable annually for a maximum of four consecutive annual payments as long as the dependent child continues his/her education as a full-time student in a post-secondary institution.

If, at the time of the accident, none of the dependent children qualify, the plan will pay an additional benefit of \$2,500 to the designated beneficiary.

## MAKING A CLAIM

### Long-Term Disability Insurance

If you become totally disabled and think your disability will last longer than the elimination period, you should claim as soon as possible. Contact the HR Employee Centre (HREC) at [HREC-CERH@navcanada.ca](mailto:HREC-CERH@navcanada.ca) for assistance. They will provide you with the forms you and your physician(s) must complete.

It is your responsibility to complete the Plan Member's Statement and arrange for your physician(s) to complete the Attending Physician's Statement with medical evidence supporting the diagnosis, and the prognosis. Any associated costs for completing these forms are your responsibility. Sun Life Financial adjudicates claims on the basis of all the objective medical evidence provided on your condition. Sun Life Financial may request additional information from your physician(s) or arrange for independent medical examinations.

Make sure to provide Sun Life Financial with sufficient medical proof of total disability. Omissions or unclear statements could delay your claim.

Send the completed forms directly to Sun Life Financial. To avoid delays, Sun Life Financial needs all information no later than 8 weeks prior to the completion of the elimination period.

### Business Travel Accidental Death and Dismemberment Insurance

For all expenses under Business Travel Accidental Death and Dismemberment Insurance, contact the HR Employee Centre (HREC) at [HREC-CERH@navcanada.ca](mailto:HREC-CERH@navcanada.ca) or 1-888-774-4732, option 2.

## FREQUENTLY ASKED QUESTIONS

### Short-Term Disability Benefits

*Am I entitled to these benefits?*

For full details on the benefits that apply to you, refer to your collective agreement.

*When am I eligible to get these benefits?*

When your manager or immediate supervisor is satisfied that you are unable to perform your duties, because of non-occupational illness or injury. A medical certificate may be required.

*Do short-term disability benefits apply if my disability is work-related?*

No. In that case, NAV CANADA pays your full salary under Injury-on-Duty Leave. These claims are adjudicated by the provincial workers' compensation authority.

*What happens to my other NAV CANADA benefits coverage while I am disabled?*

Your benefits continue as though you were at work.

*What happens if I return to work and become disabled again?*

Refer to your collective agreement.

### *When do short-term disability benefits end?*

When you have used your total accumulated sick leave or DISP entitlement, but no later than whichever happens first:

- the date you retire, or
- the date you leave NAV CANADA,

### *How do I make a claim?*

Notify your manager or immediate supervisor as soon as you are absent from work due to a non-work-related injury or illness. If the absence is expected to extend beyond 21 consecutive calendar days, your manager must complete the online Employee Notification Form.

## **Long-Term Disability Insurance**

### *What is considered a disability?*

During the elimination period and the next 24 months, you are considered disabled if you are unable to perform the essential functions of your own regular job. Thereafter, you are considered disabled if you are unable to perform any reasonably commensurate occupation for which you are qualified by training, education or experience.

You must be under the active care of a physician and follow a course of treatment satisfactory to Sun Life Financial.

### *What if my disability is related to a condition I had before starting work with NAV CANADA?*

Generally, no benefits are paid for disabilities arising from a disease or injury for which you obtained medical care before you became insured. However, if you meet the following criteria, this provision does not apply to you.

If you:

- have not received medical care for the condition for a continuous period of 90 days ending on/after the date your coverage began; or,
- you have been covered under the NAV CANADA Long-term Disability plan for at least 13 weeks and have not been treated by a doctor or other medical personnel, under the direction of a doctor, for the condition; or,
- become totally disabled more than one year after this plan begins to cover you.

### *When do I start benefits?*

After the elimination period.

### *Do these benefits apply if my disability is work-related?*

No. In that case, NAV CANADA pays your full salary under Injury-on-Duty Leave. These claims are adjudicated by the provincial workers' compensation authority.

### *Will my benefits increase when the cost of living goes up?*

Yes. Plan benefits will be adjusted to reflect any cost-of-living increase each January 1<sup>st</sup>, to a maximum of 3% a year.

### *What are my responsibilities while on Long Term Disability?*

During any period of total disability, you must make reasonable efforts to:

- recover from the disability, including participating in any reasonable treatment or rehabilitation program and accepting any reasonable offer of modified duties from the 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 fail to do any of these things, Sun Life may withhold or discontinue benefits.

### *What happens if I become disabled while I am on a leave of absence?*

If you become disabled while on leave and have maintained your coverage, you would be entitled to the short-term disability or sick leave benefits set out in your collective agreement. Long Term Disability Insurance benefits would begin following a waiting period of 13 weeks or the expiration of short-term disability or sick leave benefits, whichever is later.

### *What happens to my other benefit coverage while I am disabled and maintain employee status?*

For Basic Life Insurance, you must continue to pay your share of the premiums.

Your coverage under the Health Care and Dental Care Plans continue at no cost to you. NAV CANADA will continue to cover 100% of the cost of premiums.

### *What happens if I return to work and become disabled again?*

If you recover and return to work, and then become disabled again after:

- one month, if the second disability is due to entirely unrelated causes,
- six months, if the second disability is due to related causes, or
- twelve months, if the second disability is due to the same cause,

Your Long-Term Disability Insurance benefits will start again, in the same amount as you were receiving before you returned to work, without a new elimination period.

### *Do I have to participate in a rehabilitation plan?*

Yes. Sun Life Financial may stop your benefits if you do not co-operate or participate in a recommended and approved rehabilitation plan.

You may be able to engage in such a plan for up to 24 months while receiving long-term disability benefits from Sun Life Insurance. Your total income from an approved plan, plus disability benefits, cannot exceed your pay before you became disabled.

*When do benefits end?*

Your benefits end when you:

- stop being disabled,
- are no longer under the active care of a physician,
- are not following a course of treatment satisfactory to Sun Life Financial, or
- the last day of the month in which you reach age 65,

whichever comes first.

**Business Travel Accidental Death and Dismemberment Insurance***Are the benefits tax-free?*

Yes.

*How are the benefits paid?*

A lump sum in Canadian dollars.

**EXCLUSIONS****Long-Term Disability Insurance**

Sun Life Financial will not pay benefits for any period:

- the employee is not receiving appropriate treatment.
- the employee does any work for wage or profit except as approved by Sun Life Financial.
- the employee is not participating in an approved partial disability or rehabilitation program, if required by Sun Life Financial.
- the employee is on a strike except where specifically agreed to by Sun Life Financial.
- the employee is absent from Canada longer than 4 months due to any reason, unless Sun Life Financial agrees in writing in advance to pay benefits during the period.
- the employee is serving a prison sentence or is confined in a similar institution.

Sun Life Financial will not pay benefits if an employee's disability results directly or indirectly from a condition which existed on or before the date the employee's coverage began. However, this limitation will not apply to the employee if:

- the employee has not had medical care for the condition for a continuous period of 90 days ending on or after the date the employee's coverage began, or
- the employee has been covered for Long Term Disability with the employer for at least 13 continuous weeks during which the employee has been actively working (up to 3 days of absence does not count) and the employee has not been treated by a doctor, or any medical personnel under the direction of a doctor, for the condition, or

- the employee became totally disabled more than 1 year after the employee's coverage began. If coverage ends due to a lay-off, Sun Life Financial will consider any period of work before the lay-off towards fulfilling this limitation.

If the employee's coverage ends and the employee is covered again under this contract, Sun Life Financial will use the latest date the employee's coverage began when applying the above limitation, except otherwise indicated above.

Sun Life Financial will not consider the employee totally disabled if the employee's disability results from drug or alcohol abuse. However, this limitation will not apply while the employee is participating in a Sun Life Financial approved treatment program or the employee has an organic disease which would cause total disability even if drug and alcohol abuse ended.

Sun Life Financial 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.
- participation in a criminal offense.

## **Business Travel Accidental Death and Dismemberment Insurance**

No benefit is payable for:

- expenses paid for or furnished under the terms of any other Health Care Plan arranged through the employer,
- services provided by an agency or department of any government normally provided free-of-charge,
- non-emergency medical treatment, routine health check-ups, eye and ear examinations, eyeglasses and hearing aids, or treatment that can be reasonably delayed until return to Canada,
- dental care,
- dental services or supplies and appliances, except as previously mentioned,
- hospital charges for non-medical services, such as radio or telephone,
- services not listed as covered expenses,
- services rendered before coverage became effective or after termination of employment or termination of insurance,
- cosmetic surgery or treatment, except as required for correction of damage caused by accidental injury sustained while this coverage is in force,
- services or supplies that are available through any plan established pursuant to the laws or regulations of any government, including any motor vehicle no fault coverage required by statute,
- any service to the extent that any government prohibits payment of benefits,
- services, drugs or supplies which are deemed experimental in nature,
- delivery and transportation charges,

**NAV CANADA Benefits Online**  
Represented Employee

- services and supplies which are required for recreation or sport, but which are not medically necessary for regular activities,
- services received for confinement, which is primarily for chronic or custodial care,
- services received in a government hospital unless you are required to pay for such services,
- services to which you are entitled without charge, or for which there would be no charge if there were no insurance,
- services received from a dental or medical department maintained by NAV CANADA, a mutual benefit association, labour union, trustee or similar type of group,
- expenses in respect of services provided by a member of your family or by a person customarily living with you,
- chronic alcoholism or drug addiction,
- mental or nervous disorders or psychiatric treatment, unless necessitating hospital or institutional confinement, in which case coverage shall not extend beyond three months,
- AIDS or AIDS-related disease or disorders
- any condition for which you received medical advice for treatment during the 90 days immediately prior to becoming insured, until after the expiration of 12 months from the date you are eligible for insurance.
- normal commuting to and from work,
- intentionally self-inflicted injuries, suicide or any attempt thereat, while sane or insane,
- full-time, active duty in the armed forces,
- injury sustained while you are performing any common, manual, or mechanical labour that may be construed as part of your regular duties for NAV CANADA,
- any accident that occurs during the period you are required to live in another community, away from the work premises in the city of permanent assignment, for reasons of training or work assignments lasting longer than 60 days,
- acrobatic flying as defined by the Department of Transport,
- operations requiring a special permit or waiver from the Department of Transport even though granted, other than a permit waiver issued because of the territory to be flown over or landed upon, except operations requiring a ferry permit or test flight permit from the Department of Transport where such aircraft does not have a valid certificate of airworthiness and operations requiring aerial work under Transport Canada CAR 702 Operating Certificate; or
- crop dusting or spraying, seeding, firefighting, skywriting, pipeline inspection, power-line inspection, aerial photography, exploration, racing, endurance test or exhibition stunt flying.



## Making a Claim

In provinces with a program to cover expenses also covered under the NAV CANADA Health Care Plan (for example, prescription drugs, artificial limbs and other assistive devices, dental services, etc.), first, submit your claim to the province. Then, submit any eligible expenses remaining under the Health Care Plan.

### Submitting a Claim

If you are covered under the Health Care Plan you can submit your claims for certain services electronically. All other services must be submitted by paper claim form.

#### Mobile

1. Go to Sun Life Mobile.
2. Sign in with your Access ID and password.
3. Click on Submit a Claim.
4. Select on the appropriate option.

#### Online

1. Go to [www.mysunlife.ca/navcanada](http://www.mysunlife.ca/navcanada).
2. Sign in with your Access ID and password.
3. Click on My claims.
4. Select the appropriate option under the Submit a claim section.

You can get an Access ID and password by calling Sun Life at 1-800-361-6212 or by clicking "Register now" on the sign-in page.

#### Paper Claim Form

1. Pay the expense and get a receipt.
2. Complete the appropriate form(s).
3. Mail both the claim form and original receipt to Sun Life.

### Coordination of Benefits

If you and your spouse are covered by more than one Benefit Plan, you may be able to claim up to 100% of eligible expenses, depending on what is eligible under your spouse's plan. You can also coordinate benefits if you and your spouse both work for NAV CANADA and both have family coverage.

Always submit expenses first to the plan that covers you as a full-time or part-time employee (if, for example, you are covered under another plan as a spouse or retiree).

| For expenses incurred by... | Submit your claim...   |
|-----------------------------|--|
| You                         | <ol style="list-style-type: none"> <li>To your NAV CANADA plan</li> <li>To your spouse's plan, if a balance remains</li> </ol>   |
| Your Spouse                 | <ol style="list-style-type: none"> <li>To your spouse's plan</li> <li>To your NAV CANADA plan, if a balance remains</li> </ol>   |
| Your Children               | <ol style="list-style-type: none"> <li>To the plan of the parent whose birthday falls earlier in the year (if both parents have the same birth date, to the plan of the parent whose surname begins with the first letter in the alphabet)</li> <li>To the plan of the other parent, if a balance remains</li> </ol> |

### If you are separated or divorced and are claiming for your children

Claims must be processed in the same order as if you have shared custody of your children. As long as you are the legal parent of the child, you can process his or her claims.

Claims must be submitted first to the plan of the parent with primary custody, then, to the plan of the other parent, if a balance remains.

## Claim Submission Deadlines

### Health Care Plan

Expense claims must be received by Sun Life no more than 90 days after:

- the end of the year in which the expense is incurred, or
- termination of coverage.

### Dental Care Plan

- Orthodontic expense claims must be received by Sun Life no more than 15 months after the date of each monthly visit throughout the treatment period.
- Other expense claims must be received by Sun Life no more than 15 months after the date of treatment.

## Checking Health & Dental Claims Status

Call the Sun Life toll-free customer service number at 1-800-361-6212.

Alternatively, go online to the Sun Life Member Services web site at [www.mysunlife.ca/navcanada](http://www.mysunlife.ca/navcanada) using your Access ID and PIN. You can get an Access ID and PIN number by calling Sun Life at the above number.

## APPEALS

You must submit a written request for a review to Sun Life Financial. If you do not agree with the review decision, contact the HR Employee Centre (HREC) at 1-888-774-4732, option 2 or [HREC-CERH@navcanada.ca](mailto:HREC-CERH@navcanada.ca).

## Exclusions

No benefit is payable for charges in respect of:

- Services for which benefits are payable under any workers' compensation act, any similar statute or by any government agency.
- Services or supplies rendered or prescribed by a person who is ordinarily a resident in the patient's home or is related to the patient by blood or marriage.
- Operations, treatments or supplies considered by Sun Life to be for cosmetic purposes, or for conditions not detrimental to health, except those required as a result of accidental injury or expressly provided for.
- Any services of a practitioner that, in the opinion of Sun Life, are not within the practitioner's area of expertise and do not require the skills and qualifications of such a practitioner.
- Services or supplies normally rendered without charge.
- Services rendered in connection with medical examinations for insurance, school, camp, association, employment, passport or similar purposes.
- Services provided by a physician licensed and practicing in Canada where eligible to be covered under a provincial health plan, unless such services are specifically included.
- Services or supplies payable or available (regardless of any waiting list) under any government sponsored plan or program unless explicitly listed as covered under the benefit.
- Services or supplies that are not approved by Health Canada or another government regulatory body for the general public.
- Services or supplies that are not generally recognized by the Canadian medical standards.
- Services or supplies that do not qualify as medical expenses under the Income Tax Act (Canada).
- The portion of charges that is the legal liability of any other party.
- The portion of charges for services rendered or products provided in a hospital outside Canada that would normally be payable under a provincial health or hospital plan if the services had been rendered or products provided in a hospital in Canada, when covered by a provincial health plan.
- Co-payment charges or similar charges for hospital care that are in excess of charges payable by a provincial or territorial government health or hospital plan and that are not charges made for utilization of semi-private accommodation.
- Experimental products or treatments for which substantial evidence - provided through objective clinical testing of the product's or treatment's safety and effectiveness for the purpose and under the conditions of the use recommended - does not exist to the satisfaction of Sun Life.
- Drugs that, in Sun Life's opinion, are experimental.
- Publicly advertised items or products that, in Sun Life's opinion, are household remedies.

- Vitamins (except injectables), minerals and protein supplements, unless specifically included.
- Therapeutic nutrients, unless specifically included.
- Diets and dietary supplements.
- Infant foods and sugar or salt substitutes.
- Lozenges, mouthwashes, non-medicated shampoos, contact lens care products and skin cleanser, protectives, or emollients.
- Brand-name drugs, unless Sun Life has approved the exception request, or no generic equivalent drugs are available on the market.
- Drugs that are used for cosmetic purposes.
- Weight-loss drugs (includes injectable vitamins and dietary supplements prescribed by a physician in conjunction with a weight loss drug program) unless the covered person is deemed obese as defined by the World Health Organization (WHO).
- Drugs that are used for a condition or conditions not recommended by the manufacturer.
- Prescribed drugs that can be purchased over the counter.
- Items purchased primarily for athletic use.
- The regular treatment of an injury or disease that existed prior to your dependent's departure, or your departure, from your province of residence.
- Benefits which are legally prohibited by the government from coverage.
- Surgical supplies and diagnostic aids.
- Services that are not immediately required or which could reasonably be delayed until the person returns to the province where the person lives, unless their medical condition reasonably prevents the person from returning to that province prior to receiving the medical service.
- 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 the Plan Administrator or Global Excel Management (GEM), based on available medical evidence, determines that the person can be returned to the province where the person lives, and the person refuses to return.
- Services which are required for the same illness or injury for which the person received Emergency Services, including any complications arising out of that illness or injury, if the person 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 an emergency arising directly or indirectly out of that illness or injury.
- Any portion of the charges for services or supplies over the customary and reasonable charges, in the locality where they are provided.
- The portion of charges which are payable under a provincial health insurance plan or a provincially sponsored program.
- Dental expenses, other than those indicated as Eligible Expenses.
- Expenses for repairs or replacement of purchased durable equipment.



## Forms

### CLAIM FORMS

| Type of Expense | Form Name   | Purpose  |
|-----------------|---|--|
| Health Care     | Extended Health Care and Health Spending Account Claim Form | Use this form when you want to submit a health care claim under your Health Care Plan or Health Spending Account |
| Dental Care     | Dental and Health Spending Account Claim Form               | Use this form when you want to submit a dental claim under your Dental Care Plan or Health Spending Account      |

Visit your account at [www.mysunlife.ca/navcanada](http://www.mysunlife.ca/navcanada) to access these forms.

### PRIOR APPROVAL FORMS

| Type of Form         | Form Name                                       | Purpose  |
|----------------------|---|--|
| Brand Name Exception | <a href="#">Drug Exception Application Form</a> | Use this form when you want to request approval for coverage   |
| Disabled Child       | <a href="#">Disabled Child Approval Form</a>    | Use this form to request continuation of coverage for your child, who depends on you for support because of a psychiatric or physical disability and became disabled before age 21 |

### APPLICATION & BENEFICIARY FORMS

| Type of Plan  | Form Location                   | Purpose  |
|---|---------------------------------|--|
| Basic Life Insurance Plan - Beneficiary Designation | <a href="#">Retirement Plus</a> | Use this form to nominate or change a beneficiary for your Life Insurance benefits       |
| Business Travel AD&D - Beneficiary Designation      | <a href="#">Retirement Plus</a> | Use this form to nominate or change a beneficiary for your Business Travel AD&D benefits |



## Glossary

### Actively at Work

An employee is actively at work on any day during which they perform all the usual and customary duties of their occupation with NAV CANADA for the scheduled number of hours that day.

You are deemed to be actively at work:

- on a scheduled non-working day if you were actively at work on your last scheduled working day, or
- on the effective date, for the benefits provided by this Plan, which are comparable to the benefits for which you were covered under another group plan with NAV CANADA, provided:
  - your coverage terminated solely as a result of the termination of benefits under that plan, and
  - the effective date of this plan is within 31 days following such date of termination.

### Acupuncturist

A person licensed, registered or certified through the respective provincial licensing body or professional organization, or in the absence of such an association, person with comparable qualifications determined by Sun Life.

### Adjusted Insurable Earnings

Your annual earnings rounded up to the next higher multiple of \$250, if not already such a multiple.

All life insurance coverage that must be multiplied by two will be rounded after the multiplication.

Annual earnings include:

- Aviation Weather Briefing Allowance
- Base Salary
- Bilingual Bonus
- Competency Premium
- Educational Allowance
- Flying Allowance
- Maintenance of Radio Equipment
- Meteorology Training Allowance
- On-the-job Training Allowance
- Operational Facility Premium/ATC premium
- Special Responsibility Premium
- Supervisory Differential

- Technical Certification Premium

### Appropriate Treatment

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.

### Basic Services

Dental services such as exams, X-rays, fillings, root canals, treatment of gum disease, dental surgery and dental injuries as the result of an accident.

### Certain Health Practitioners

Acupuncturist, chiropracist/podiatrist, chiropractor, naturopath, osteopath, physiotherapist, psychologist and registered massage therapists

### Child/Children

Your unmarried children, and children in the custody of your spouse who lives with you, including adopted children, stepchildren, foster children, or children for whom you are or your spouse is the legal guardian, and who are:

- under age 21,
- age 21 or older and dependent on you for support because of a psychiatric or physical disability, provided they become disabled while eligible (or while they would have been eligible if you had been covered) under the benefit program, or
- age 21 or older, but under age 25 (age 26 for children of employees residing in Quebec) and who is a full-time student attending an educational institution recognized under *the Canadian Income Tax Act* and is entirely dependent on you for financial support.

Under the Health Care and Dental Care plans a child is considered under age 21, 25, or 26 until the first day of the month immediately following the month in which he or she reaches that age.

### Chiropracist/Podiatrist

A person licensed by the appropriate provincial licensing authority or, in those provinces where there is no licensing authority, a member of the Canadian Association of Foot Professionals or, in the absence of such an association, a person with comparable qualifications as determined by Sun Life.

### Chiropractor

A member of the Canadian Chiropractic Association or of a provincial association affiliated with it or, in the absence of such an association, person with comparable qualifications determined by Sun Life.

**Chronic Disease**

A condition that exists beyond the usual course of an acute disease or beyond a reasonable time for tissue damage to heal. Any such condition that lasts longer than six months may be considered chronic.

**Commensurate Occupation**

A position for which the rate of pay is at least two-thirds of the current rate of pay of the position you occupied when you became disabled.

**Continuous Employment***Under the Health Care Plan*

For the purpose of completion of six months of continuous employment, two periods of employment, provided that the break (termination of employment) between the two periods is less than seven working days.

*Under the Basic Life Insurance Plan*

For the purpose of completion of six months of continuous employment, two periods of employment, provided that the break (termination of employment) between the two periods is less than one day.

*Under the Dental Care and Long-term Disability Insurance Plans*

For the purpose of completion of six months of continuous employment, two periods of employment, provided that the break (termination of employment) between the two periods is less than five working days.

**Deferred Pension**

A pension based on service and earnings on the date you leave NAV CANADA that becomes payable at a later date. When you leave before being entitled to an immediate pension, your NAV CANADA pension can be deferred.

**Dental Fee Guide**

Charges established by provincial dental associations for specific services provided by dentists in their provinces.

**Dentist**

A person licensed to practice dentistry by the provincial licensing authority or, in the absence of such an authority, a person with comparable qualifications as determined by Sun Life.

**Disabled/Disability**

The inability, for the elimination period and the next 24 months, to perform the essential functions of your regular job (your own occupation); thereafter, the inability to perform any reasonably commensurate occupation for which you are qualified by training, education or experience (any occupation).

**Electrologist**

A person who, as determined by Sun Life, qualifies as a certified electrologist.

**Elimination Period**

The waiting period before you are eligible to receive Long-Term Disability benefits.

**Emergency**

Acute unexpected condition, disease or injury that requires immediate assistance.

**Full-time Employee**

A person who is employed for an indeterminate period or for a term of more than six months, or who has completed six months of continuous employment and works an average of at least 30 hours a week.

**Health Care Plan**

Includes:

- Ambulance
- Emergency Travel
- Health Practitioners
- Health Spending Account
- Hearing Aids
- Hospital
- Medical Supplies
- Prescription Drugs
- Vision

**Hospital**

A legally licensed hospital that provides facilities for diagnosis, major surgery and the care and treatment of persons suffering from disease or injury on an in-patient basis, with 24-hour services by registered nurses and physicians. This includes legally licensed hospitals providing specialized treatment for mental illness, drug and alcohol addiction, cancer, arthritis and convalescing or chronically ill persons. This does not include nursing homes, homes for the aged, rest homes or other places providing similar care.

**Licensed Pharmacist**

A person who is licensed to practice pharmacy and who is listed in the pharmacists' registry of the licensing body for the jurisdiction in which such person is practicing.

**Loss**

Losses of must be suffered within one year of the date, and occur as a direct result, of the accident, and include:

- hand or foot: actual severance through or above the wrist or ankle joint,
- arm or leg: actual severance through or above the elbow or knee joint,
- eye: the total and irrecoverable loss of sight,

- speech: the total and irrecoverable loss of speech that does not allow audible communication in any degree,
- hearing: the total and irrecoverable loss of hearing that cannot be corrected by any hearing aid or device,
- thumb and index finger: actual severance through or above the first phalange,
- fingers: the actual severance through or above the first phalange of all four fingers of the same hand,
- toes: the actual severance of both phalanges of all toes of the same foot, or
- quadriplegia (paralysis of both upper and lower limbs), paraplegia (paralysis of both lower limbs) and hemiplegia (paralysis of upper and lower limbs of one side of the body): the complete and irrecoverable paralysis of such limbs.

### Loss of Use

The total and irrecoverable loss of function of an arm, hand or leg, provided such loss of function is continuous for 12 consecutive months and such loss of function is thereafter determined on evidence satisfactory to the insurer to be permanent.

### Major Services

Dental services such as crowns, bridges, and dentures, as well as orthodontics.

### Maximum Reimbursable Expense

To determine the maximum amount payable the reimbursable amount is calculated as follows:

| Claim Amount  | \$180                |
|---|----------------------|
| Reimbursement Level                                 | 100% x \$180 = \$180 |
| Maximum for specific claim in any one calendar year | \$150                |
| Reimbursement amount                                | \$150                |

### Medical Care

Care obtained when you consult a physician, use medication on the advice of a physician, or receive other medical services or supplies.

### Naturopath

A member of the Canadian Naturopathic Association or any provincial association affiliated with it or, in the absence of such an association, a person with comparable qualifications as determined by Sun Life.

### Nurse

A registered nurse or nursing assistant, licensed, registered, or certified through the respective provincial licensing body or professional organization or, in the absence of such a registry, a nurse with comparable qualifications as determined by Sun Life.

### Ophthalmologist

A Doctor of Medicine (M.D.) licensed to practice ophthalmology.

**Optometrist**

A member of the Canadian Association of Optometrists or of a provincial association affiliated with it or, in the absence of such an association, a person with comparable qualifications as determined by Sun Life.

**Osteopath**

A person licensed, registered or certified through the respective provincial licensing body or professional organization or, in the absence of such an association, a person determined by Sun Life to have comparable qualifications.

**Part-time Employee**

A person who is employed for an indeterminate period or for a term of more than six months, or who has completed six months of continuous employment and is assigned to work more than one-third of the normally scheduled hours of work for a particular occupational group but less than 30 hours a week.

**Pension Eligibility Service**

Membership in the NAV CANADA Pension Plan, used to determine when you can retire, that is, the time elapsed from the date you joined the plan, including periods of absence.

**Per Script**

A fee charged by the Health Care Plan for each Drug Identification Number (DIN) claimed on an individual receipt if expense not purchased at a Preferred Pharmacy.

**Physician**

A Doctor of Medicine (M.D.) legally licensed to practice medicine.

**Physiotherapist**

A member of the Canadian Physiotherapy Association or of a provincial association affiliated with it or, in the absence of such an association, a person determined by Sun Life to have comparable qualifications.

**Pro-rated**

If your coverage under the Health Care Plan starts part-way through the year, Health Spending Account credits are allocated in the amount of \$187.50 for each calendar quarter (January to March, April to June, July to September, and October to December).

**Psychologist**

A permanently certified psychologist who is listed in the appropriate provincial registry in the province where the service is rendered or, in the absence of such a registry, a person determined by Sun Life to have comparable qualifications.

### **Reasonable and Customary**

Within the general level of charges for a specific service or product in the locale where the expense is incurred, determined by Sun Life after consulting published fee guides of associations of practitioners.

### **Recurrence**

An absence is considered to be continuous if it is due to a recurrence of the same or related illness within any thirty (30) day period.

### **Registered Massage Therapist**

A person licensed by the appropriate provincial licensing body or, in the absence of a provincial licensing body, a person determined by Sun Life to have comparable qualifications.

### **Rehabilitation**

Vocational training, a program, or a period of work approved in writing by Sun Life as a means of facilitating your return to work following disability.

### **Retiree**

#### *Under Basic Life Insurance*

A NAV CANADA employee who had at least two years of service with NAV CANADA on his or her retirement date and is receiving NAV CANADA pension benefits.

#### *Under the Health Care Plan*

A NAV CANADA employee who leaves NAV CANADA before September 1, 2005, with at least two years of service on his or her retirement date and is receiving NAV CANADA pension benefits.

A NAV CANADA represented employee who leaves NAV CANADA on or after September 1, 2005 but prior to January 1, 2010 and who, on his or her retirement date:

- is eligible for an immediate pension benefit, and
- has at least 15 years of pension eligibility service.

Must be in receipt of NAV CANADA pension benefits.

### **Speech-Language Pathologist**

A person who holds a Master's degree in speech language pathology and is a member, or is qualified to be a member, of the Canadian Association of Speech-Language Pathologists and Audiologists or any provincial association affiliated with or, in the absence of such an association, a person determined by Sun Life to have comparable qualifications.

### **Spouse**

Your legal spouse of either gender, or the person who has lived with you as your spouse in a permanent, exclusive relationship for a continuous period of at least one year and continues to live with you as such.

Your spouse must be under age 75 to be covered under Business Travel Accidental Death and Dismemberment Insurance.

### **Supplementary Coverage**

Coverage under the Health Care Plan that supplements provincial health care coverage for eligible NAV CANADA employees and retirees who are eligible for coverage under a provincial plan.

### **Surgery**

Surgery means a medical operation performed on the covered person and recommended by a physician or specialist physician, licensed and practicing in Canada.

### **Transportation**

Any land, water, or air conveyance required to transport you during an emergency evacuation.

### **Vehicle**

A private passenger car, station wagon, van, or jeep-type automobile.



## Important Legal Notice

Benefits Online outlines and highlights general provisions and coverage under NAV CANADA Benefit Plans.

This information is as accurate and reliable as possible. There is no guarantee, however, that it is complete or current at all times.

- Final interpretation is governed by the terms of official contracts. In case of conflict between the content of this booklet and the relevant contract, the contract will prevail.
- Eligibility criteria and/or plans, programs, practices, and processes may be changed or terminated anytime without notice to participants.

This document does not constitute a contract of employment between you and NAV CANADA, or an obligation by NAV CANADA to maintain any particular benefit program, practice, or policy. NAV CANADA is not responsible for decisions you make based on this information.

NAV CANADA collects, uses and discloses personal information and personal health information (Information) about you and your dependents to arrange for the benefits described in Benefits Online. Service, insurance, and benefit providers, consultants, plan administrators, and auditors may change from time to time and receive your personal information, as required.

Protecting your privacy is important to NAV CANADA. NAV CANADA and its service and insurance providers who have job-related need to do so, collect, use, disclose, and share personal information. This Information may be used for the purpose of:

- assessing eligibility,
- providing benefits coverage to you and your dependents,
- managing and administering the plans described,
- determining which service and insurance providers to retain, and
- determining and maintaining appropriate financial terms.

Privacy policies for our insurance providers can be found at the following websites:

- Sun Life: [www.mysunlife.ca](http://www.mysunlife.ca)
- AIG: <https://www.aig.ca/privacy-principles>

Access to your Information is limited to people who need to see it to achieve these purposes, or any other person whom you authorize in writing. NAV CANADA agrees to protect and maintain the confidentiality of your information through appropriate security measures and safeguards. NAV CANADA ensures all such parties enter into confidentiality agreements to protect and appropriately safeguard your information.

You are entitled to review your information and, if appropriate, have it corrected. To do so, submit a written request to [HREC-CERH@navcanada.ca](mailto:HREC-CERH@navcanada.ca).

For questions on premium deductions, eligibility and coverage dates, application procedures, or claims procedures, contact the HR Employee Centre.

You have the right, upon request, to obtain a copy of the policies, your application and any written statements or other records you have provided to Sun Life as evidence of insurability, subject to certain limitations.

Every action or proceeding against an insurer for the recovery of insurance money payable under the benefits contract is absolutely barred unless commenced within the time set out in the Insurance Act or other applicable legislation (e.g. Limitations Act, 2002 in Ontario, Quebec Civil Code).

You have the right to appeal a denial of all or part of the insurance or benefits described in the Basic Life, Management Insurance Plan, Long-Term Disability and Critical Illness contracts as long as you do so within one year of the initial denial of the insurance or a benefit. An appeal must be in writing and must include your reasons for believing the denial to be incorrect.

If benefits are paid that were not payable under the Basic Life, Management Insurance Plan, Long-Term Disability or Critical Illness policy, you are responsible for repayment within 30 days of Sun Life sending you a notice of the overpayment, or within a longer period if agreed to in writing by Sun Life. If you fail to fulfil this responsibility, no further benefits are payable under the policy until the overpayment is recovered. This does not limit Sun Life's right to use other legal means to recover the overpayment.