

## Basic Group Life Insurance

### Introduction

This information booklet has been prepared to give you an informal summary of the main features of your life insurance program. This booklet is not an insurance policy and does not grant or confer any contractual rights. All rights under this program shall be governed by the provisions of the master policy and by applicable law.

### Eligibility

All regular full-time, part-time, sessional, associated or grant paid employees who work at least the required number of hours, are eligible for life insurance.

### The Benefit

If an employee dies while insured for this benefit, Manulife Financial will pay the amount for which that employee was insured at the time of their death.

### Plan Coverage

All employees are eligible for an amount of insurance equal to 3 times their annual earnings. The amount of insurance is rounded to the next higher \$1,000, if not already a multiple thereof, to a maximum benefit of \$300,000.

The amount of insurance will reduce according to the details as outlined below. For an employee whose amount of insurance is less than \$300,000, their benefit amount will reduce once their benefit amount and age correspond with the applicable benefit amount and age as outlined below.

For example, an employee whose benefit amount was \$180,000 would reduce only on July 1 following attainment of age 66, to \$170,000, and further reduce as per the reduction schedule below:

Age 60 and prior	Maximum benefit: \$300,000
July 1st coincident with or next following the attainment of Age 61	Maximum benefit: \$280,000
July 1st coincident with or next following the attainment of Age 62	Maximum benefit: \$260,000
July 1st coincident with or next following the attainment of Age 63	Maximum benefit: \$240,000
July 1st coincident with or next following the attainment of Age 64	Maximum benefit: \$220,000
July 1st coincident with or next following the attainment of Age 65	Maximum benefit: \$200,000
July 1st coincident with or next following the attainment of Age 66	Maximum benefit: \$170,000
July 1st coincident with or next following the attainment of Age 67	Maximum benefit: \$140,000
July 1st coincident with or next following the attainment of Age 68	Maximum benefit: \$110,000
July 1st coincident with or next following the attainment of Age 69	Maximum benefit: \$80,000

### Beneficiary

In the event of your death while insured, the amount of your life insurance is payable to your beneficiary. If your beneficiary dies before you or if there is no designated beneficiary, this benefit is payable to your estate.

## **Waiver of Premium for Disabled Employees**

If you become totally disabled while insured and prior to the life insurance benefit terminating and have been accepted for benefit payments under the long-term disability benefit, your group life insurance will continue without payment of premium.

Your waiver premium will cease on the earliest of:

- The date you cease to be totally disabled, as defined under this benefit,
- The date benefit payments cease under your long term disability benefit,
- The date of your death,
- Your 65<sup>th</sup> birthday. However, if you are receiving disability benefits at age 65, premiums will continued to be waived until 1<sup>st</sup> of July coincident with or next following your 65<sup>th</sup> birthday.

## **Conversion Privileges**

Your life insurance continues for 31 days following either the termination of your employment, or your classification changing to one in which you are not insured. During this 31-day period you may convert the amount of your basic group life insurance, plus optional group life insurance and the commuted value of your survivor income benefit, subject to a maximum combined amount of \$200,000 and provided you are under 70 years of age. The premium rate will be determined from your age and class of risk at the time of conversion.

Note: The conversion privilege does not apply for loss insurance due to:

- Any age reduction specified in the summary of benefits.
- If insurance terminates when you reach the age specified in the summary of benefits section or upon your retirement.

If your group policy terminates and you have been continuously insured with the same group for at least 5 years, you have the same conversion privilege as described above but the maximum amount of insurance you may convert shall be three times the years' maximum pensionable earnings as established under the Canada Pension Plan less any amount you become eligible for under another group policy within 31 days of the date of termination.

## **Termination of Coverage**

Your group insurance will terminate on the earliest of:

- The date you cease to be an eligible employee,
- The date you cease to be actively at work, unless the group policy allows for your coverage to be extended beyond this date,
- The date your employer terminates coverage,
- The date you enter the armed forces of any country on a full-time basis,
- The date the group policy terminates or coverage on the class to which you belong terminates,
- The date you reach the termination age,
- The date of your death.

## **How to Claim**

When you have a claim, you should contact Dalhousie University Employee Benefits who will supply you with the proper forms and instructions for completion. Claims for benefits must be submitted within 12 months of the date incurred.