

Basic Group Life Insurance

Introduction

This document provides a summary of the main features of the basic group life insurance program. It 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. In the event of any conflict between this document and the master policy, the master policy shall prevail.

The Benefit

If you pass away while insured for basic group life insurance, Manulife Financial will pay the amount for which you were insured at the time of your death. A summary of coverage is provided below.

Eligibility

To be eligible for insurance coverage, you must belong to an eligible employee class and be employed at 50% full-time equivalency (FTE) or greater for a term of at least 8 months.

Coverage is mandatory for regular full-time, part-time, associated, and grant paid employees who meet the eligibility requirements. If eligible, you will be automatically enrolled in coverage. Coverage commences on the later of the plan effective date or the first day of active employment.

If you are not actively at work when insurance would otherwise take effect, insurance will take effect on the next day you are actively at work.

Benefit Amount

Your amount of insurance is equal to 3 times your 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.

Increases in Insurance

If you are not actively at work when an increase in insurance would otherwise take effect, this increase in insurance will take effect on the next day you are again actively at work.

Decreases in Insurance

A decrease in the amount for which you are insured takes effect when you are first eligible for the decreased amount.

Benefit Reduction

The maximum benefit amount available will reduce according to age, as outlined below:

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

If your benefit amount is less than \$300,000, it will reduce once your benefit amount and age correspond with the applicable amount shown in the table.

For example, if your benefit amount is \$180,000, you would not be impacted by the reduction schedule until the July 1 after you turn age 66. Your benefit would reduce to \$170,000 on that date and would continue to reduce each July 1 as per the reduction schedule.

Termination Age

Coverage terminates at age 70.

Beneficiary

In the event of your death while insured, the amount of your life insurance is payable to your most current beneficiary on file. If your beneficiary dies before you or if there is no designated beneficiary on file, this benefit is payable to your estate. You may designate or change your beneficiary at any time, subject to applicable law. Please contact the Employee Benefits team at benefits@dal.ca for guidance on how to update your beneficiary designation.

Waiver of Premium for Disabled Employees

If you become totally disabled and are accepted for benefit payments under the long term disability (LTD) benefit while covered under this policy for life insurance, your group life insurance will continue without payment of premium.

Premiums will be waived from the premium due date coincident with or immediately following commencement of LTD benefit payments, until the earliest of the following events:

- The date you cease to be totally disabled, as defined under the long term disability (LTD) benefit,

- The date benefit payments cease under your LTD benefit,
- The date of your death,
- Your 65th birthday. However, if you are receiving disability benefits at age 65, premiums will continue to be waived until 1st of July coincident with or next following your 65th birthday.

While premiums are being waived, life insurance continues to be in force. The amount of life insurance will be the amount of insurance that was in effect on the date of commencement of the disability, subject to any age reduction or termination shown in the policy at that time.

Conversion Privileges

If your life insurance coverage ends because your employment for insurance purposes terminates or because you move to a classification that is not eligible for coverage, you may convert all or a portion of your basic group life insurance, optional life insurance, and the commuted value of your survivor income benefit to an individual life insurance policy, without providing evidence of insurability, provided you are under age 70.

You must apply for the individual policy and pay the first premium within 31 days of the date your group life insurance ends. The maximum amount available for conversion is \$200,000.

You may choose one of the following types of individual life insurance policies:

- Convertible one-year term insurance
- Term insurance to age 70
- Ordinary life insurance

Premium rates are determined by the insurer based on your age, class of risk, and the type and amount of coverage selected at the time of conversion.

Non-smoker premium rates are not available on converted policies.

Conversion is available only if you are under age 70 on the date your coverage ends.

If the group policy terminates and you have been continuously insured under the plan for at least five years, you have the same conversion privilege described above. In this case, the maximum amount available for conversion is three times the Year's Maximum Pensionable Earnings (YMPE) under the Canada Pension Plan, less any amount of insurance for which you become eligible under another group policy within 31 days of the policy termination.

Please contact the Employee Benefits team at benefits@dal.ca for guidance on how to apply for a conversion of coverage.

Death During the Conversion Period

If you die within the 31-day conversion period, Manulife Financial will pay the maximum amount that you were eligible to convert, even if you did not apply for an individual policy. If you had already applied for an individual policy, any premium paid will be refunded.

Termination of Coverage

Your 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 for the class to which you belong terminates
- The date you reach the termination age
- The date you retire
- The date of your death

Termination of Coverage Exception

If you cease to be actively at work, insurance will normally terminate. However, certain eligible leave of absences may provide you with the option to continue coverage for the duration of the leave, provided premiums are paid in full.

How to Claim

If you have a claim, contact Dalhousie University's Employee Benefits team at benefits@dal.ca. Employee Benefits will assist you in completing and submitting your claim.

Claims should be submitted as soon as possible following a loss. Specific deadlines apply under the policy and may vary depending on the circumstances of the claim.

A claim will not be denied solely because proof of loss could not reasonably be submitted within the required timeframe, provided it is submitted as soon as reasonably possible.

Further Information

If you have questions about life insurance eligibility or coverage, contact Dalhousie University's Employee Benefits team at benefits@dal.ca.