

## Dalhousie University – Benefits Authorization Form

Applicable to grant paid and associated employees

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

- To apply for any of the optional benefits listed below, initial beside the benefit you would like to enrol in.
- When applying for an optional benefit, be sure to also submit the required application form.
- Submit this form, along with any required application forms, to Employee Benefits at [benefits@dal.ca](mailto:benefits@dal.ca).

Optional Benefits	Benefit Enrolment	Form Required
<b>Dental Coverage and/or Family Health Coverage</b>		
Yes	_____	Health & Dental Application* (Required)
No	_____	
<b>Long Term Disability</b>		
Yes	_____	Long Term Disability Application** (Only required if applying more than 31 days after becoming eligible for benefits)
No	_____	
<b>Voluntary Personal Accident</b>		
Yes	_____	Voluntary AD&D Application*** (Required)
No	_____	
<b>Optional Life Insurance</b>		
Yes	_____	Manulife Optional Life Insurance Application**** (Required)
No	_____	

**\*Dental Coverage and/or Family Health Coverage:**

Employees are automatically enrolled in single health benefits. There is a 60-day window from an employee's benefits eligibility date to apply for family health coverage and/or dental coverage. If the application is received after the 60-day window, employee and dependants will be considered late applicants and may be subject to the medical underwriting process and/or late coverage restrictions.

**\*\*Long Term Disability:**

There is a 31-day window from an employee's benefits eligibility date to apply for long term disability without completing evidence of insurability. If applying after the 31-day window, the application form will be sent to Manulife for review prior to coverage being confirmed.

**\*\*\*Voluntary Personal Accident:**

Coverage can be added at any time. To add or change coverage, please complete the Voluntary AD&D Application.

**\*\*\*\*Optional Life Insurance:**

There is a 31-day window from an employee's benefits eligibility date to apply for optional life insurance up to \$50,000 without completing evidence of insurability. If applying after the 31-day window, or for an amount over \$50,000, the application form will be sent to Manulife for review prior to coverage being confirmed.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date