



Preparing for your Maternity Leave of Absence



As you prepare for your Maternity Leave

- When you are nearing the date of your maternity leave, you will need to complete **Form #76 Application for Continuation of Benefits During A Maternity/Pregnancy, Parental, Adoption Leave** **NEW**.
- You may continue HANS Benefits for the length of your chosen Maternity Leave.
- If you opt to cancel benefit during your leave, please be sure to fully review the implications under each plan.
- Please see **Form #76 Application for Continuation of Benefits During A Maternity/Pregnancy, Parental, Adoption Leave** for more information.
- If you wish to make any changes to your leave, you must contact your employer to revise your leave paperwork.

Maternity and Parental Benefits from Employment and Social Development Canada

Maternity benefits are only available to the person who is away from work because they're pregnant or have recently given birth. The person receiving maternity benefits may also be entitled to parental benefits.

Parental benefits are available to the parents of a newborn or newly adopted child.

You must choose between 2 options:

1. Standard parental benefits
2. Extended parental benefits

Once you start receiving parental benefits, you cannot change options.

Reference: Canada.ca, the official website of the Government of Canada

For current information and direction.

Please visit

<https://www.canada.ca/en/services/benefits/ei.html>

Health Association Nova Scotia Benefits Forms are available from our website. Visit www.healthassociation.ns.ca, select the Benefits Plan Member Information button, and select Forms & Documents from the side MORE menu.

When the baby is born

- To add your new dependent, complete **Form #61 Personal Information Change Form - Group Insurance Benefits**.
- If you are already enrolled in family Health and Dental, Optional Dependent Life, Dependent Critical Illness and/or Family Accidental Death & Dismemberment, your child will be automatically added.
- If you are already enrolled in single health benefits, you can change to family coverage without having to provide medical evidence, as long as you apply within 60 days of the birth of your child or within 60 days from your return to work.
- If you are not already enrolled in health benefits, you cannot enroll while on leave unless you lose coverage under your spouse's plan. You must apply within 60 days from the date of coverage loss.
- You can change your beneficiary designation at any time. To do so, please complete **Form #62 Beneficiary Designation Form – Group Insurance Benefits**. *If a beneficiary is under age 18 please name a trustee; if you do not the Nova Scotia Public Trustee will be appointed.* Complete the form in ink (initial any changes or deletions, do not use correction fluid), sign and return to your Benefits Administrator for handling.

When you return to work

- For any changes to benefits, you must complete **Form #7 Change/Cancellation Form – Group Insurance Benefits**.
- In order to add any new benefits, you must be actively at work and apply within 60 days of your return to work.
- If you are already enrolled in single health benefits, you can change to family coverage without having to provide medical evidence, as long as you apply within 60 days from your return to work date.
- If you are not already enrolled in health benefits, please contact your Benefits Administrator for more information.
- If you are not already enrolled in Optional Dependent Life and this is your first child, you have 60 days to apply from your return to work without having to provide medical evidence. If this is not your first child, you will need to complete **Form #5 Sun Life Financial Statement of Health** and be approved by the insurance company.
- Critical Illness and Accidental Death and Dismemberment can be applied for at any time after you return to work.

If you have questions about your benefits, please talk to your Benefits Administrator. You can also call Health Association Nova Scotia at 1-866-886-7246. Visit www.healthassociation.ns.ca/benefits

