

CIVIL SERVICE SUPERANNUATION BOARD GROUP LIFE INSURANCE BENEFITS:

Can I continue my Group Insurance coverage during my leave?

Yes – you must complete an “Election to Continue Group Insurance During Approved Leave of Absence” form (see link below) and return it to your Pay & Benefits Office prior to the commencement of your leave.

- Election to Continue Group Insurance During Approved Leave of Absence:
http://media.wix.com/ugd/a8e4c9_5fba1aa485eb456c91aedc0626ce00c9.pdf

What if I do not wish to continue my Group Insurance coverage during my leave?

You can elect to waive Group Insurance coverage by completing an “Election to Waive Group Insurance During Approved Leave of Absence” form (see link below) and returning it to your Pay & Benefits Office.

If you do not sign a waiver form all outstanding premiums will be automatically deducted upon your return to work.

- Election to Waive Group Insurance During Approved Leave of Absence:
http://media.wix.com/ugd/a8e4c9_0cecd1f89dec46e48c2a27e227dfcd6b.pdf

How do I add a new Dependent under the Group Insurance Plan?

If you do not have any dependent’s insurance coverage you can apply for coverage by completing an “Application for Coverage in the Dependent’s Insurance Plan” form (see link below) and returning it to your Pay & Benefits Office. You must apply within 90 days from the birth or adoption of your child without having to show insurability.

- Application for Coverage in the Dependent’s Insurance Plan:
http://media.wix.com/ugd/a8e4c9_de0f1bf74253412f941f08eb1737039d.pdf

If you already have dependent’s insurance and are adding an additional dependent under your plan you can complete an “Application for Changes to the Dependent’s Insurance Plan” form (see link below) and return it to your Pay & Benefits Office.

- Application for Changes to the Dependent’s Insurance Plan:
http://media.wix.com/ugd/a8e4c9_468b4ec216694a08bc9d9f4ec86f80d6.pdf