



SEASONAL BREAK & RECALL NOTIFICATION

ROUTING: Step 1: Completed by Employee and Manager (employee gets a copy, original is routed as below)
 Step 2: Scan to agtt@cnc.bc.ca or deliver to the HR Office, Room 3-366

EMPLOYEE INFORMATION	
Name:	
Department:	
Current seasonal term end date:	
New work term: start date:	end date:
<p>SEASONAL HEALTH BENEFIT RULES You may keep health benefits while on seasonal break but those health benefits are maintained at your own cost and must be paid monthly. It is your responsibility to arrange continued coverage—please read the back of this form for important information on how to do that. If you continue your health benefits, you must arrange it at least 2 weeks before your leave starts.</p> <p>Please indicate your choice by ticking the relevant option below.</p> <p>IF YOU DON'T INDICATE A CHOICE, YOUR HEALTH BENEFITS WILL BE STOPPED.</p> <p><input type="checkbox"/> Continue health benefits over Seasonal Break <input type="checkbox"/> Stop health benefits over Seasonal Break</p>	
Other information:	
Employee signature:	Date:
Manager signature:	Date:

INFORMATION REQUIRED FOR FINANCE & HUMAN RESOURCES				
Position title:				
Position ID #		Job Evaluation #		
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	Wage:	Band:	Hrs of work/week:
Budget code(s):		%		
Budget code(s):		%		
Finance signature:			Date:	
HR signature:			Date:	

IMPORTANT INFORMATION FOR CONTINUING YOUR HEALTH BENEFITS

1. If you choose to continue your benefits while on Seasonal Break, it is at your cost, paid monthly.
2. It is your responsibility to contact the HR Advisor: Benefits & Ability Management, to arrange for continued coverage. She can provide you with full details and the costs involved.

HR Advisor, Benefits & Ability Management
250-562-2131 local 5260
HR@cnc.bc.ca

3. You must contact HR at least 2 weeks before your Seasonal Break begins.

HEALTH BENEFITS

If you choose to maintain your health benefits, it is understood that these health benefits will be maintained at your own cost, payable monthly. You must choose to continue prior to the commencement of your leave. You must continue coverage for the entire period of the leave.

WAITING PERIOD

If your seasonal break is not longer than 6 months and you opt out of the plan, you will not be required to satisfy another waiting period upon your return