



## LONG TERM DISABILITY PLAN OVERVIEW

### PLEASE NOTE

This document is intended to provide summary information related to the important features of your Long Term Disability (LTD) plan provided by the Trustees of the Ontario Teachers Insurance Plan (OTIP) through a self-insured arrangement. It has been prepared for information purposes only and does not constitute a contract. The exact terms and conditions of your LTD plan are described in the LTD plan document that applies to your group. Only the terms and conditions contained in the LTD plan document are binding. The information contained in this overview is important and may be printed for your use.

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<b>Plan Number</b>	<b>51056-944</b>
<b>Plan Effective Date</b>	<b>January 1, 2020</b>
<b>Eligible Class</b>	<b>Eligible Full time and Part time Educational Assistants of Halton District School Board</b>
<b>Benefit</b>	<b>55% of monthly earnings</b>
<b>Maximum Monthly Benefit</b>	<b>\$5,000 per month</b>
<b>Benefit Tax Status</b>	<b>non-taxable</b>
<b>Qualifying Period</b>	<b>the later of 120 Working Days or expiration of sick leave</b>
<b>Initial Assessment Period</b>	<b>24 months</b>
<b>Cost-of-Living Adjustment (COLA)</b>	<b>nil</b>
<b>Termination of Benefits</b>	<b>the earliest of: the first of the month coincident with or following the member's attainment of age 65; or retirement.</b>
<b>All Source Maximum</b>	<b>85% of the member's indexed pre-disability Take-home Pay from all sources.</b>



## GENERAL INFORMATION

### **What is long term disability (LTD) coverage?**

LTD coverage provides a safety net that replaces your salary and provides protection for your pension plan, should you be unable to work due to illness or injury. The purpose of the LTD plan is to provide coverage for serious disabilities resulting in long periods of absence. Your LTD plan recognizes the highly vulnerable position of most members should they be confronted with a loss of income during a lengthy or permanent disability. *Subject to the terms and provisions of the plan, if you are under the continuous active care and treatment of a duly qualified physician, a benefit will be paid for as long as you remain disabled and are eligible for benefits.*

### **Are LTD benefits taxable?**

When members pay 100% of the LTD contributions, the disability benefit is tax-free. If the employer pays any part of the LTD contributions, the disability benefit is fully taxable.

### **What is a qualifying period?**

LTD benefits are payable after a continuous period of absence from work. The time between the onset of disability and the date which LTD benefits first become payable under your plan is the qualifying period. During the qualifying period, you could be paid by any combination of Employment Insurance sickness benefits, Canada Pension Plan disability benefits or employer sick leave benefits.

### **How do I make an LTD claim?**

To make a claim you must obtain a Member's LTD Claim Application from your employer or group representative and follow the instructions. From time to time, other forms will be sent to you for completion.

### **IMPORTANT - PLEASE NOTE WHEN MAKING A CLAIM**

**To permit prompt assessment and early participation in a rehabilitation plan or program, claims must be submitted to OTIP eight weeks before benefits are due to commence, but in no event shall the time for filing a claim extend beyond six months after the end of the qualifying period or the date the plan terminates. Since the qualifying period must be satisfied before any benefit begins, it is necessary to notify OTIP of any pending claims.**

**To participate in OTIP's early intervention program, OTIP must be informed of any prolonged absence. A prolonged absence is any absence of 20 or more consecutive working days. You should notify your principal and employer if you know that your absence will be prolonged.**

The above procedures should be followed even if you have applied for or are in receipt of Workplace Safety and Insurance Board (WSIB) benefits.

**When is coverage no longer necessary?**

You are no longer eligible for coverage under the LTD plan on the earliest of the date the member retires, or the end of the month you attain age 65, less the length of the qualifying period.

The time to advise the plan administrator of discontinuing your coverage is proportionately related to the length of the qualifying period that applies to your plan. Your plan administrator will provide you with more details, once you advise that coverage can be discontinued.

**LTD PLAN PROVISIONS AND FEATURES**

**Termination of benefits:**

Benefits will terminate at the earliest of:  
the first of the month coincident with or following the member's attainment of age 65; or retirement.

**Pre-existing condition clause:**

No benefits will be paid for a disability arising from an illness or injury whether diagnosed or undiagnosed, for which the member obtained medical care before they became covered. Medical care is considered to be obtained when a person consults a doctor, undergoes investigative testing, uses medication on the advice of a doctor, or receives other medical services or supplies.

This exclusion does not apply if disability starts after:

- a) the member has been continuously covered for one year, or
- b) the member has not had medical care for the illness or injury for a continuous period of 90 calendar days ending on or after the date the coverage took effect.

**Own-occupation assessment**

During the initial assessment period (the qualifying period plus the next 24 months of LTD benefits), disability is assessed on the basis of the ability to perform the duties of the specific assignment the member regularly performed before the disability commenced. The member will be considered disabled if, because of illness or injury, the member is unable to perform the significant duties pertaining to the member's specific assignment.

**Gainful employment**

Under the any occupation definition (after the qualifying period plus the first 24 months of LTD benefits), a member is disabled if illness or injury prevents the member from being gainfully employed.

Gainful employment means work:

- a member is medically able to perform;
- for which the member has at least the minimum qualifications;
- that provides income of at least 60% of the member's monthly earnings; (in assessing a member's ability to be gainfully employed, OTIP will index the member's monthly earnings to account for inflation);
- that exists either in the province or territory where the member worked when the disability started or where the member currently lives.

### **Rehabilitation plan**

A disabled member receiving LTD benefit payments may, at any time, be required to participate in a rehabilitation plan, which is appropriate to their circumstances. Refusal to participate in a rehabilitation plan considered appropriate to the member's circumstances will result in the termination of benefit payments.

### **Mental/nervous disorders**

No special exclusions or limitations apply to these types of disabilities.

### **Recurrence of disability**

If the disability is not continuous, the days a covered member is disabled during the qualifying period can be accumulated to satisfy the qualifying period; as long as no interruption is longer than 30 calendar days and the disability arises from the same disease or injury.

If a disabled member recovers, returns to work and subsequently becomes disabled again for the same or a related illness within six months after the previous disability ends; or within 24 months after the end of an approved rehabilitation program, the member does not have to satisfy another qualifying period for disability benefits to begin again.

### **Proof of claim**

Satisfactory written proof substantiating disability must be given to OTIP within six months of the end of the qualifying period. Upon request, proof of continuing disability must be submitted to OTIP within six months.

### **Waiver of contributions**

A member will not be required to submit contributions during the period that benefits are being received.

## **OTIP SERVICES**

### **Mandatory early intervention program**

LTD plan members absent from work due to an illness or injury for 15 consecutive working days or more will be contacted by an OTIP Early Intervention Rehabilitation Consultant to discuss their circumstances. The LTD plan may, upon approval, fund services such as equipment, treatment and assessments, which would not otherwise be available to the member.

A member's ability to understand and cope with their illness or disabling injury will be enhanced by being able to discuss their concerns with an OTIP Early Intervention Rehabilitation Consultant before they are eligible for LTD benefits. The goal is to provide members with assistance that will help them return to their regular work and possibly prevent or shorten the duration of an LTD claim.

**Claims adjudication**

All claims are submitted to OTIP's claims unit in Waterloo, Ontario for assessment and adjudication.

**Denied claims**

If a claim is denied, an OTIP Disability Service Representative will assist the member through the appeal process. A member has one year to appeal the denial of their claim.