

UFCW/MAPLE LEAF FOODS INC. BENEFIT PLAN

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CLAIM PROCEDURE

FIRST... You must apply to all other sources from which you may be entitled to receive benefits. These sources include:

- Workers Compensation (if disability is a work related illness/injury)
- Manitoba Public Insurance (if disability is a vehicle related injury)

SECOND... You must apply for Sick Benefits from Employment Insurance (E.I.) at the same time that you make an application for Plan Benefits. This is done each time **you make a claim**, because the payments from the Benefit Plan are coordinated with E.I.

Here is how the co-ordination with E.I. works:

- a) Payments will be made from the Benefit Plan for up to the first week of the Benefit Period. (Within a 52 week Employment Insurance (E.I.) period.)
- b) Sickness benefits will then be paid by E.I. for up to the next 15 weeks of the Benefit Period.
You must send us a letter from E.I. confirming the start and stop dates of your E.I. benefits.
- c) Payments will then be made from the Benefit Plan up to the end of your Benefit Period.

Your Benefit Period (including E.I.) depends on your years of service with Maple Leaf Foods Inc.:

<u>Years of Service</u>	<u>Benefit Period</u>
Less than 5 years	up to 26 weeks
5 years but less than 10 years	up to 39 weeks
10 years and longer	up to 52 weeks

If your disability is related to a Mental Health Condition, you must be under the care of a Psychiatrist licensed to practice in Manitoba.

THIRD... You must complete and submit to us, within 90 days from your **FIRST DAY OF ABSENCE**, the enclosed **Claimant's Statement (Form 1), along with the Agreement to Reimburse**.

FOURTH... Take the Attending Physician's Statement (Form 3A) to your physician. Ask your physician to complete the form and mail it to us as soon as possible.

****Complete a Major Medical claim form and attach your receipt for completion of the medical form and forward the forms to the Administrator.**

FIFTH... If your forms are correctly completed and you qualify for benefits, the amount of your benefit will be processed and a payment will be made to you within one week. This process may be delayed if further information is required from your doctor.

It is your responsibility to ensure that all forms are fully completed and returned to the Administrator as soon as possible. Any missing information may delay the processing of your claim.

PLEASE REMEMBER TO NOTIFY US WHEN YOU RETURN TO WORK.

If you have any questions please do not hesitate to call us.