

Your Annual Life Insurance Statement of Benefits

Your HEB Manitoba Annual Life Insurance Statement of Benefits summarizes the details of your coverage, including your beneficiary designation.

Use your statement to confirm that your information is accurate, that you are satisfied with your current coverage, and to confirm the correct premiums are being deducted on your paystub. If no changes are required, please retain your statement for your records.

Any errors or discrepancies on your Statement must be reported to HEB Manitoba by **the end of the calendar year**.

When reviewing your statement consider the following:

1. Is your **Beneficiary Information** correct?

It is important that your beneficiary information is up to date. This ensures that your Life Insurance benefit is paid according to your wishes in the event of your death. Forms with beneficiary designations must be signed in ink and the original submitted to HEB Manitoba. If HEB Manitoba receives an invalid designation, your beneficiary designation will default to your Estate. If you have designated a beneficiary who is a minor, or who lacks legal capacity, you may wish to appoint a trustee to act on their behalf.

Register or log in to our secure member portal at hebmanitoba.ca to update or change your beneficiary and/or trustee information.

2. Have you had, or are you expecting, a **significant life event**?

Beginning or ending a marriage or common-law relationship, acquiring new dependants, or the death of a spouse/common-law partner are events when you should review and possibly change your Life Insurance coverage.

3. Do you want to **Change your Coverage**?

You can increase your coverage at any time by going through the Evidence of Insurability application process. If you have experienced a significant life event, you may change your coverage without Evidence of Insurability within 60 calendar days of the event.

Register or log in to our secure member portal at hebmanitoba.ca to change your coverage.



Questions?

If you need further information, you can contact our office.

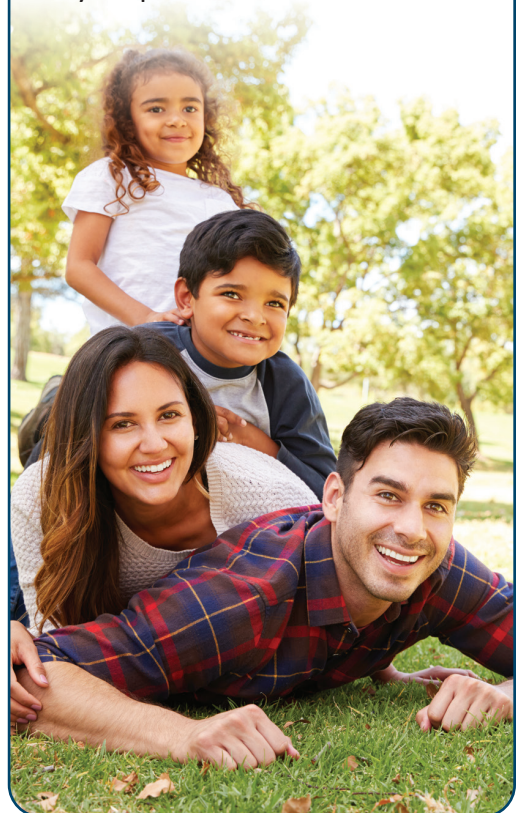
Please have your HEB ID number (shown in the top right corner of your statement) ready.

Phone: 204-942-6591

Toll-free: 1-888-842-4233
(outside Winnipeg)

Website: hebmanitoba.ca

As our work volumes have been high, please allow us more time to respond to your request. Thank you for your patience.



An Overview of Your HEB Manitoba Life Insurance Benefits

There are three types of insurance benefits for eligible employees participating in the HEB Manitoba Life Insurance Plan:

- Employee Life Insurance
- Family (Dependant) Life Insurance
- Accidental Death and Dismemberment (AD&D) Insurance



Employee Life Insurance

Basic Life Insurance

You **are automatically enrolled** for one unit of **employer-paid** Basic Life Insurance coverage.

Optional Life Insurance

You **may have elected** up to four additional units of **employee-paid** Optional Life Insurance.

Note: The overall maximum Employee Life Insurance benefit payable (both Basic and Optional units combined) is \$1,000,000. This overall maximum cannot be exceeded regardless of the number of Participating Employers you are enrolled with.



Family (Dependant) Life Insurance

You **may have elected** up to 10 units of **employee-paid** Family (Dependant) Life Insurance for your eligible dependants. Each unit covers your eligible spouse/common-law partner for \$10,000 (maximum \$100,000) and covers each eligible dependant child for \$5,000 (maximum \$50,000).

In the case of separation, the former spouse is no longer eligible for coverage.

Note: Premiums are based on the number of units elected; they are not based on how many dependants you have.



Accidental Death and Dismemberment (AD&D) Insurance

You **are automatically provided** with AD&D coverage equal to the total number of Basic Life Insurance and Optional Life Insurance units you elect, to a maximum of five units (one Basic unit plus four Optional units). Family (Dependant) AD&D coverage is automatically provided and is equal to the total number of Family (Dependant) Life Insurance units you elect, to a maximum of 10 units.

This coverage is provided to you at no additional cost and is based on the coverage in effect at the date of accidental death, loss of a specified body part, or loss of use of a specified body part due to an accident.

Note: The overall maximum benefit for the total of Employee Life Insurance with matching AD&D Insurance coverage is \$2,000,000.

Current Life Insurance Plan Rates

Plan	Frequency	Employee Premium	Employer Premium
Basic Insurance*	Each pay	Nil	8.26 cents per \$1,000 of insurance
Optional Insurance	Each pay	8.26 cents per \$1,000 of insurance per unit of Optional Insurance. The employee may choose 1, 2, 3 or 4 units.	Nil
Family (Dependant)	Each pay	\$2.42 per unit (maximum of 10 units)	Nil

*Taxable benefit.

The maximum combined benefit payable for Basic and Optional Life Insurance is \$1,000,000.

The total of the employer premium plus the employee premium cannot exceed the maximum premium of \$82.60 each pay.

Note: Retail sales tax is charged on group life insurance premiums.

Common Questions

What earnings were used to determine my Basic and/or Optional Life Insurance coverage shown on my statement?

The earnings used to determine your Basic and/or Optional Life Insurance coverage are based on:

- Your prior year's annual earnings (rounded up to the next \$1,000) if you had a full year of continuous earnings in the prior calendar year

OR

- Your estimated annual earnings (rounded up to the next \$1,000) based on your Equivalent Full Time (EFT) hours when you:
 - Were newly hired,
 - Became eligible for Life Insurance benefits (for example, when your employment status changed to an eligible position), or
 - Returned to work from an unpaid leave of absence (LOA) greater than 14 calendar days.

Note: Each April, if you had a full year of continuous earnings in the prior calendar year, your coverage amount and premiums may be adjusted as a result of the payroll information your employer provides to HEB Manitoba.

How does the Life Insurance Plan define continuous earnings?

Continuous earnings refers to the employment status of an employee who was actively at work and employed by the same employer in a minimum of one eligible position for the full preceding calendar year.

Employees returning from an unpaid LOA are not considered to have continuous earnings with respect to Life Insurance, unless they maintained active employment in at least one eligible position during the unpaid LOA.

What if the coverage amount shown on my statement does not reflect my prior year's earnings?

If you were newly hired, became eligible for Life Insurance benefits (for example, if your employment status changed to an eligible position), or returned

to work from an unpaid LOA in the previous two calendar years, your coverage amount will be based on your estimated annual earnings for your EFT at that time.

What if I think the coverage amount on my statement is not correct?

Please contact us if you think this information is not correct. If you fail to report discrepancies, HEB Manitoba will not be liable for any loss resulting from unreported errors or discrepancies. If no changes are required, please retain your Annual Life Insurance Statement of Benefits for your records.

What if I don't agree with the number of Optional Life Insurance and/or Family (Dependant) Life Insurance units shown on my statement?

The units shown on your statement are based on the approved elections that you made. Please contact HEB Manitoba if you think this information is not correct.

What if my premium deductions are not correct?

Please contact your employer if you think your premium deductions are not correct.

Why is my designated contingent beneficiary not listed on the statement?

The contingent beneficiary is not listed on the Annual Life Insurance Statement of Benefits.

Unless the law requires otherwise, the entitlement of any beneficiary who predeceases you will revert to your surviving primary beneficiary in equal shares, or if there is no surviving primary beneficiary, to a contingent beneficiary.

Why have I received more than one statement?

If you are employed in an eligible position by more than one Participating Employer, you may be entitled to Life Insurance coverage from all employers. Your coverage amounts on each statement will be based on the elections that you made and on earnings from each of your respective employers. A \$1,000,000 overall maximum benefit applies and cannot be exceeded regardless of the number of Participating Employers you are enrolled with.

Life Insurance Dictionary

Beneficiary	The person who will receive your Life Insurance benefit in the event of your death.
Evidence of Insurability	An application process you must go through to obtain or increase Life Insurance after 60 calendar days from your employment start date into an eligible position. Evidence of Insurability is not required for increases made within 60 calendar days of experiencing a significant life event.
Premiums	Your employer pays for Basic Life Insurance, which is a taxable benefit to you. You pay premiums for any Optional Life and/or Family (Dependant) Life Insurance that you elect. Premiums are deducted from your bi-weekly pay starting on your employment start date or the date your employment status changes to an eligible position.
Significant Life Events	<p>You may elect to increase your Optional Life and/or Family (Dependant) Life Insurance coverage without an Evidence of Insurability Application if you experience one of the following significant life events and declare the change within 60 calendar days of the life event occurring:</p> <ul style="list-style-type: none">• Marriage or date of co-habitation of a common-law relationship*,• Marriage break-up or termination of a common-law relationship,• Acquiring a dependant child, or• Death of a spouse/common-law partner. <p>*Marriage to an already declared common-law spouse is not considered a significant life event.</p>
Termination of Coverage	HEB Manitoba Life Insurance coverage for you and, if applicable, your eligible dependants ends on the earliest of your date of retirement/termination, the last day premiums were payable, the date you change to a casual employment status, or when you reach age 71. There is a 31 calendar day period following the termination of your coverage in which you are eligible to apply for conversion to an individual policy with Canada Life (age and maximum conversion limits may apply).
Trustee	A person that holds and administers assets for a third party. Trustees make decisions in the best interests of the beneficiary. If your beneficiary is a minor or lacks legal capacity, you can appoint one Trustee to administer your benefit on his or her behalf.
Unpaid Leaves of Absence or Layoffs	<p>If you are on an unpaid sick leave of absence (LOA), your HEB Manitoba Life Insurance coverage, including Basic Life, Optional Life, and Family (Dependant) Life Insurance coverage, is maintained for up to 12 months, without payment, at the levels in effect before the unpaid sick LOA began.</p> <p>For all other approved unpaid LOAs/layoffs, you may prepay your Life Insurance premiums to maintain your coverage at the level in effect at the time of the LOA/layoff. Coverage must be prepaid prior to the start of your approved unpaid LOA/layoff.</p>
Waiver of Premium	If you are unable to work due to a total disability, and you meet eligibility requirements, you may be entitled to premium-free coverage. This means your Life Insurance coverage is maintained without payment, at the same level in effect before the disability began, and continues for as long as you are in receipt of total disability benefits or reach age 65.