

**IMPORTANT :** AS SOON AS AN EMPLOYEE IS ABSENT FROM WORK AND IS ELIGIBLE FOR DISABILITY BENEFITS, OR QUALIFIES FOR WAIVER OF PREMIUM, PLEASE TRANSMIT THIS FORM TO THE INSURER IMMEDIATELY. ANY INITIAL REQUEST SHOULD INCLUDE AN EMPLOYER'S DECLARATION, EMPLOYEE'S DECLARATION AND ATTENDING PHYSICIAN'S STATEMENT DULY COMPLETED AND SIGNED.

- SHORT TERM DISABILITY**   
**LONG TERM DISABILITY**   
**WAIVER OF PREMIUM**

**EMPLOYER'S DECLARATION**

GROUP	DIVISION	CLASS	CERTIFICATE
NAME OF EMPLOYEE		SURNAME	SOCIAL INSURANCE NUMBER
OCCUPATION PLEASE INDICATE THE PRINCIPAL FUNCTIONS AND RESPONSIBILITIES, AND ATTACH A COPY OF THE JOB DESCRIPTION, IF POSSIBLE.			

DATE EMPLOYED <small>D M Y</small>	EMPLOYEE'S WEEKLY GROSS SALARY _____ \$ REGULAR WEEK HOURS _____	SINCE WHAT DATE <small>D M Y</small>		
LAST DAY WORKED				
FULL TIME DATE <small>D M Y</small> HOUR _____ A.M. <input type="checkbox"/> P.M. <input type="checkbox"/>		PART TIME DATE <small>D M Y</small> HOUR _____ A.M. <input type="checkbox"/> P.M. <input type="checkbox"/>		
DEDUCTIONS : <input type="checkbox"/> WEEKLY <input type="checkbox"/> BI-WEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> OTHER : _____				
	EXEMPTION CODE	INCOME TAX WITHHELD	CONTRIBUTIONS QPP / CPP	UNEMPLOYMENT INSURANCE
FEDERAL				
PROVINCIAL				

HAS THE EMPLOYEE RETURNED TO WORK? YES  NO  IF YES, INDICATE DATE D M Y \_\_\_\_\_

HAS THE EMPLOYEE RETURNED TO HIS REGULAR OCCUPATION FOR AT LEAST 20 HOURS A WEEK? YES  NO

IF NO, EXPLAIN : \_\_\_\_\_

IS THE DISABILITY DUE TO A WORK RELATED INJURY OR ILLNESS? YES  NO

HAS A DISABILITY CLAIM BEEN FILED WITH WORKERS' COMPENSATION BOARD? YES  NO

IF YES, HAS THE CLAIM BEEN ACCEPTED? YES  NO  D M Y \_\_\_\_\_

IS THE CERTIFICATE TERMINATED? YES  NO  IF YES, SINCE WHAT DATE? D M Y \_\_\_\_\_

IN YOUR OPINION IS THIS REQUEST JUSTIFIED? YES  NO

IF NOT, EXPLAIN \_\_\_\_\_

DATE	NAME OF EMPLOYER
BY	TITLE