

CALGARY FAMILY SERVICES

PROCEDURE STATEMENT

Section: Human Resources
(Long Term Disability)

Procedure Number: PS-111-HR(Rev. 1)

PREAMBLE

From time to time staff make application for Long Term Disability coverage. In such instances the insurance carrier sends the employer forms to complete regarding the applicant's circumstances. It is important to ensure that appropriate personnel complete these forms on behalf of the organization.

STEPS

Any request from the Society's insurers for information about an employee is to be prepared in draft form by that employee's supervisor. The completed forms, and any letter of information are to be reviewed by the Manager of Human Resources before such information is submitted to the insurance carrier.

Any information provided to insurance carriers will be retained on the employee's personnel file.

Related Legislation:

Related Policy and/or Procedure:

Procedure Developed By: _____

Date: _____

Director of Services: _____

Date: _____