

UFCW/MAPLE LEAF FOODS INC. BENEFIT PLAN

3rd Floor, 880 Portage Avenue
Winnipeg, Manitoba R3G 0P1
Phone: 204-982-4170 • 1-877-982-4170
Fax: 204-982-6080

CLAIM PROCEDURE

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

- WCB/WSIB (if disability is a work related illness/injury)
- Automotive insurance company (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 benefits from the Benefit Plan. This is done **each time you make a claim**, because the payments from the Benefit Plan are coordinated with E.I.

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.

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

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.

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

- a) The Benefit Plan will pay you up to the date E.I. benefits start.
- b) E.I. will pay you for up to this next 26 weeks. Written proof of the date your E.I. started and ended must be sent to the Administrator
- c) If you are still disabled, the Benefit Plan will pay you for the balance of the “Maximum Benefit Period” provided you are medically approved.

The “Maximum 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 |

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.