
Required Reporting of Benefits Changes

Attention: Church Treasurers, Bookkeepers, Payroll Department, and other applicable administrative staff

It is imperative that changes which affect employee benefit coverage be communicated to the District Benefits Assistant promptly. This helps ensure records are up-to-date and employee benefit coverage is accurate. Please consider these three reminders on required reporting.

1. New and Terminating Employees

- New employee Enrolment Forms should be submitted to the Benefits Assistant for processing within the first month of full time employment. The completed forms should be scanned and emailed to the [Benefits Assistant](#) with the hardcopy (in ink) followed by mail to:

Canadian Pacific District
Attn.: Benefits Assistant
101-17660 65A Avenue
Surrey, BC V3S 5N4

- Notify the Benefits Assistant as soon as possible of an employee's termination or pending termination. Upon notification, the appropriate documentation steps will be taken. Prompt notification also prevents inadvertent payment of claims that are no longer insured and enables deactivation of any certificate wallet id/drug card(s).

2. Changes to Employee Insurable Earnings and Hours Worked

- Report any increase or decrease in insurable earnings or hours worked per week immediately to the [Benefits Assistant](#).

3. Notification when Employees are Absent from Work

- You must notify the Benefits Assistant when an insured employee is absent from work for any reason other than usual vacation time. If required, coverage is adjusted with respect to the reason of absence.
- Advance notice is required in cases of maternity/paternity leave, temporary layoff, or a leave of absence.

Required Reporting of Benefit Changes

- If an employee is absent from work due to accident or sickness and is off work more than 10 consecutive days, a [Notification of Absence Form](#) must be submitted to the Benefits Assistant to be forwarded to RWAM Disability Management.

For additional benefits information, forms or any questions on the above, please contact Nicki Lundrigan, Benefits Assistant at nickil@pacificdistrict.ca or by phone at (604) 372-1922 x.110. Thank you for your assistance.