



UNIVERSITY  
OF ALBERTA

# Benefit Summary and Enrolment Guide

Postdoctoral Fellows

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# Welcome

The University of Alberta is pleased to provide eligible members with a comprehensive outline of the university sponsored benefit programs. The university's benefit program is provided to you as a support for you and your family's well-being and is an important part of your compensation package.

Whether you are a new hire, or newly eligible for benefits, this booklet is designed for you. Inside this guide you will find eligibility rules, a summary of the plans, instructions on how to enrol and a resource list.

The provision of benefit plans is subject to negotiations between the university and the Postdoctoral Fellows Association (PFDA).

The information in this guide provides a summary of the Postdoctoral Fellow Benefits Program. If there are any discrepancies between the information in this guide and the official plan documents, the official plan documents will prevail. Links to plan documents are included in the resource list.

## Questions?

**Contact the Staff Service Centre:**

780-492-8000

[uab.ca/staffsrv](http://uab.ca/staffsrv)

# Plan Overview and Eligibility

Program eligibility and levels of coverage vary depending on your appointment type as either an Employee, Trainee, or Guest, as described in the [Collective Agreement](#).

In order to be eligible, you must be working full-time.

Plan	Provider	Coverage Starts	Employee	Trainee	Guest
<b>Health and Dental</b>	Sun Life	First of the month following your appointment date	✓	✓	✓
<b>Health Spending Account</b>	Sun Life	First of the month following your appointment date	✓		
<b>Paid Leave</b>	University	As per the collective agreement	✓		
<b>Employee and Family Assistance Program</b>	Homewood Health	On your appointment date	✓	✓	✓

# Health and Dental

## Health

This plan provides coverage for a range of medical expenses not covered by provincial health care. You and your eligible dependents must have coverage under the Alberta Health Care Insurance Plan or equivalent. The [Sun Life Benefit Booklet](#) has further details.

<b>Prescription Drugs</b>	<ul style="list-style-type: none"> <li>Coverage is based on the lowest priced equivalent drug.</li> <li>Specialty drugs require <a href="#">FACET prior authorization</a>.</li> </ul>
<b>Hospital in Canada</b>	Cost difference between a standard room and a semi-private room.
<b>Paramedical Services</b>	Acupuncturist, chiropractor, dietician, massage therapist, naturopath, osteopath, physiotherapist, psychologist/registered social worker, and speech therapist each have an annual maximum of \$500.
<b>Medical Services &amp; Equipment</b>	Examples include an ambulance to hospital, hearing aids, crutches and casts. Some items are covered less than 100% and specific maximums may apply.
<b>Travel</b>	Emergency medical expenses incurred while travelling outside Canada for up to 180 days. A medical emergency is an acute illness or accidental injury that requires immediate medical treatment prescribed by a physician.

## Dental

Dental coverage is based on the current year Alberta dental fee guide. The [Sun Life Benefit Booklet](#) has further details.

<b>Basic Services</b>	<ul style="list-style-type: none"> <li>80% coverage for services such as exams, x-rays, cleanings and fillings.</li> <li>There is an annual maximum of \$1,500 per person.</li> </ul>
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# Health Spending Account

Each January 1, you receive an annual Health Spending Account (HSA) credit allocation of \$500.

- Employees hired after January 1 will receive a prorated amount of credits.
- This account can be used to pay for health and dental expenses that are not paid by the university benefit plans but are eligible for the [medical tax credit](#) on your income tax return.
- HSA reimbursements are not taxable.
- If you have a remaining balance in your HSA at the end of the year, it will be carried over for one year. If any part of that balance remains at the end of the second year, it will be forfeited.

# Additional Plans

## Employee and Family Assistance Program (EFAP)

- The EFAP provides confidential psychological and personal counselling.
- In addition to counselling, you and your eligible dependants have access to nutritional, legal and financial consultations, a personal trainer, e-learning courses, smoking cessation programs, health and wellness resources and work life services (e.g. eldercare).
- The resource list (see page 9) provides information on how to connect with Homewood Health, our EFAP provider.

## Paid Leave

- Full-time employees are eligible for 20 paid leave days in their first and second year of employment. This increases to 25 paid leave days in the third and subsequent years.
- Full-time employees are also eligible for 5 paid sick days each year.

## University Health Centre

- You have access to health services at the University Health Centre on North Campus.
- You will need your University of Alberta OneCard or photo ID, and proof of provincial health coverage.

For more information, visit [uab.ca/uhc](http://uab.ca/uhc).

## Employee Discounts

University of Alberta employees have access to discount programs that can help you save on technology, health and wellness, travel and more.

For more information, visit the [HRHSE website](#).

# Enrolment Checklist

- Confirm what plans you are eligible for based on your appointment type
- Enrol your eligible dependents (spouse, children) via PeopleSoft
  - [Instructions](#) to add dependents
  - The [Canada Life group enrolment form](#) is available if you can't enrol online. Please upload your completed form [via a ticket](#) to Shared Services
- Enrol with Sun Life to submit health, dental, and health spending account claims.

The university confirms your eligibility to participate in the plans via a weekly data transfer. Please allow 7 to 10 business days from your benefit start date for Sun Life to receive your eligibility details.

  - [How to enrol](#) and obtain an Access ID
  - [Download the app](#) (you'll need your Access ID to use the app)
  - Print your coverage card or add it to your digital wallet via the app
  - Use the Lumino Provider Search to find a pharmacy, dentist, physiotherapist, or other health practitioners
  - [How to make claims](#)

If you need additional information or assistance, contact the [Staff Service Centre](#).

# Resource List

RESOURCE	MORE INFORMATION
<b>Human Resources, Health, Safety and Environment (HRHSE)</b>	<a href="http://uab.ca/hrhse">uab.ca/hrhse</a>
<b>Staff Service Centre</b>	780-492-8000 <a href="http://uab.ca/staffsrv">uab.ca/staffsrv</a>
<b>Sun Life</b> Health, Dental, Health Spending Account	Policy 25379 1-800-361-6212 <a href="http://mysunlife.ca">mysunlife.ca</a> <a href="#">Sun Life Booklet – Employees</a> <a href="#">Sun Life Booklet – Trainees &amp; Guests</a>
<b>Homewood Health</b> Employee and Family Assistance Program	1-800-663-1142 (English) 1-866-398-9505 (En Français) 1-888-384-9505 TTY (Hard of hearing) <a href="#">HRHSE website</a>