## Benefits at a Glance – Optional Life Insurance Management

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Benefit Description</th>
</tr>
</thead>
</table>
| **Eligibility**  | • Permanent full-time employees or spouses who are participating in the Group Life Insurance Plan and are under 65 years of age are eligible to be covered.  
• Must complete an application that includes a Health Questionnaire.  
• Insurer may request additional information (i.e. Doctor’s report).  
• Insurer will review the application and any additional information and will approve or decline coverage.                                                                 |
| **Benefit Amount** | • Available in multiples of $25,000 to a maximum of $350,000.                                                                                                                                                        |
| **Premium Amount** | • Depends on the age and gender of the employee/spouse as well as whether they are a smoker or non-smoker.  
• The employee is responsible for the full amount of the premium through bi-weekly payroll deduction.                                                                                                      |
| **Effective Date of Coverage** | • Effective on the 1st day of the pay period following the date the application is approved by the insurer.                                                                                                         |
| **Changes in Coverage Amount** | • A change in the amount of optional insurance coverage is effective from the 1st day of the pay period following the date of the change.  
• The member must be actively at work in order for the amount of insurance to increase.  
• The insurer may request additional medical evidence.                                                                                              |
| **Termination of Coverage** | **Employee coverage**  
The earlier of:  
- day before the member attains age 65;  
- day on which the member no longer has Basic Life coverage;  
- date the member has asked, in writing, to have the optional insurance cancelled.                                                                 |
|                  | **Spousal coverage**  
The earlier of:  
- day before the member attains age 65;  
- day on which the member no longer has Basic Life coverage;  
- date the member has asked, in writing, to have the optional insurance cancelled.                                                                 |
| **Beneficiary**   | • May appoint one or more beneficiaries or change the appointed beneficiaries.  
• Designation of beneficiaries or a request to change beneficiaries must be in writing.                                                                 |
## Waiver of Premium

- If a member becomes totally disabled prior to age 65 and remains disabled for a period of 6 consecutive months, coverage under the Optional Life Insurance Plan remains in force.
- Member is not required to make premium payments until:
  - member ceases to be totally disabled, or
  - 3 months after the date that proof of total disability is requested and not received by the insurer, or
  - member attains age 65, whichever occurs first.

## Conversion Privilege

- A member who ceases to be insured prior to their 65th birthday may ask the insurer to issue a policy of **individual life insurance** without being required to submit evidence of insurability.
- The former employee must submit a written application and first premium payment to the insurer within 31 days after coverage has terminated.
- The individual policy must not be less than the minimum amount for which the insurer issues a policy and not more than the amount the member was insured for at the time they ceased to be insured, up to a maximum of $200,000.
- The maximum amount of insurance eligible for conversion will be reduced by the total amount of insurance in force, which was previously obtained under the terms of a Conversion Privilege included in this same policy.

## Exclusions

- No benefit is payable if an individual commits suicide while sane or insane, within two years of the effective date of the coverage, or increased coverage.

---

This summary provides general information only. The terms and conditions of the insurer's contract take precedence.

November, 2015