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| **Eligibility** | - Permanent full-time employees who are participating in the Group Life Insurance Plan and are under 60 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 $250,000. |
| **Premium Amount** | - Dependent on the age and gender of the employee as well as whether they are a smoker or non-smoker.  
- The member 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 month 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 month following the date of the change.  
- The member must be actively at work in order for the amount of the insurance to increase.  
- The insurer may request additional medical evidence. |
| **Termination of Coverage** | - The earlier of:  
  - the day before the member attains age 60;  
  - day on which the member no longer has Basic Life coverage; or  
  - the 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. |
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| Waiver of Premium| - If a member becomes totally disabled prior to age 60 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  
  - the member attains age 60, whichever occurs first. |
| Conversion Privilege| - A member who ceases to be insured prior to their 60th birthday may ask the insurer to issue a policy of individual life insurance without being required to submit evidence of insurability.  
- A written application and first premium payment must be submitted 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.

May 2022