



# THE UNIVERSITY OF BRITISH COLUMBIA

Health Promotion Programs

Department of Health, Safety & Environment

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**To:** Department Administrators      **From:** Grace Wang  
Income Replacement Plan  
Health Promotion Program

**Date:** February 8, 2008      **Phone:** (604) 822-8696

**Subject:** INCOME REPLACEMENT PLAN LONG-TERM DISABILITY CLAIM APPLICATIONS

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Dear Department Administrators,

It has come to our attention that many applications for long-term disability benefits under the Income Replacement Plan (IRP) are not being filed in a timely manner. As a result, faculty or staff members approved for IRP claims may experience financial hardship as they do not receive their benefit payments coincident with the end of their waiting period for benefits.

At this time, I would like to explain the IRP application process.

Under the terms of the IRP plan, each employee must fulfill a waiting period of six months (or four months for CUPE 2950 members) before income benefits are payable. If an employee is expected to be off for more than two or three months on sick leave, it is important to initiate a claim for IRP benefits. Claims packages are available by contacting me by phone at 604-822-8696 or by referring to our website at: [http://www.hse.ubc.ca/health\\_promotion/irp/irp\\_index.html](http://www.hse.ubc.ca/health_promotion/irp/irp_index.html)

The application package includes three forms:

1. Plan Sponsor's Statement.
2. Plan Member's Statement.
3. Attending Physician's Statement.

The adjudication of a claim can take up to 10 weeks or longer to complete and begins when all three forms are received. Therefore, it is important that all paperwork is completed and submitted within the first three months of the employee's sick leave (or within two months for CUPE 2950 members).

Please retain a copy of this notice for future reference and provide the above information to faculty and staff members who may be making a claim for IRP benefits. Thank you for your assistance as we work towards eliminating any delays.

Thank you,

Grace Wang  
Income Replacement Plan