



**Bricklayers' & Allied Craftworkers' Insurance Benefit
Trust Fund of Alberta and Saskatchewan**

Guide to the Request for Freezing of Hours

REQUEST FOR FREEZING OF HOURS - CHECKLIST

REQUEST FOR FREEZING OF HOURS FORM - MUST BE COMPLETED

Section 1

- Member Information

Section 2 - 4: Only complete the section that applies to you.

- Section 2* - In receipt of Workers' Compensation Board Disability Benefits
 Section 3 - In receipt of Employment Insurance Sickness Benefits
 Section 4 - Attending Trade School

Section 5

- Remember to sign and date your form

ARE ALL OF THE REQUIRED DOCUMENTS INCLUDED WITH YOUR REQUEST FOR FREEZING OF HOURS?

- Copies of pay-stubs from either Workers' Compensation Benefits **or** Employment Insurance Sickness Benefits.

Funds Administrative Service Inc.

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FREEZING OF HOURS

If you are an eligible employee who becomes disabled and receives disability benefits from; Workers' Compensation Board, Employment Insurance (E.I.) Sickness benefits or Weekly Disability benefits from the Bricklayers' & Allied Craftworkers' Insurance Benefit Trust Fund of Alberta and Saskatchewan and are going to be disabled for a consecutive period of at least 14-days in a month, you may be eligible to freeze your hours. This means that no deduction will be made from your hour-bank account for Plan coverage that month. Plan coverage will continue, and the hour bank will be 'frozen'.

FREEZING OF HOURS REQUEST FORM

In order to freeze hours you need to complete the "Request for Freezing of Hours" form. There are five sections on this document.

Section 1 - This section contains all of your personal information required and must be completed in order to Freeze your hours.

Section 2 - This section is completed if you are receiving Disability Benefits from Workers' Compensation Board (WCB).

Section 3 - This section is completed if you are receiving Employment Insurance (E.I.) Sickness Benefits.

Section 4 - This section is completed if you are attending Trade School.

Section 5 - Without your signature, the Freezing of Hours Request cannot be processed .

You must include copies of your pay-stubs from E.I. or WCB with your Freezing of Hours Request Form. **Without the pay stubs your hours cannot be frozen.** Hours will be frozen once it is verified you have received benefits for a minimum of 14 consecutive days in a calendar month.

WHAT CAN I FREEZE MY HOURS FOR?

You can freeze your hours for the following reasons:

1. Workers Compensation Benefits (WCB) (Section 2 of the Freezing of Hours Form)
On the copies of the WCB pay stubs, there should be a code which is printed on the pay stub. This code specifies why the individual is in receipt of benefits, and is a determinate of whether it is for a disability, or if it is for other payments. On the Alberta WCB Pay stubs the code is listed right underneath the dollar amount. For the intents of freezing, it should indicate "Temporary Total Disability" on the reason code. Other codes, such as "Travel Expense" "Accommodation Expense" "Trade/Tuition" are not acceptable, as it not an indication that you are disabled.

WHAT CAN I FREEZE MY HOURS FOR? - CONTINUED:

2. E.I. Sickness Benefits (Section 3 on the Freezing of Hours Form)

When pay stubs are submitted, please ensure the dates are listed on the pay stubs. If there are no dates or indications of payment, it is not a pay stub. Sometimes, members will bring the initial letter sent by E.I. providing the dates that you will be covered for a specific period of time. This is not eligible for freezing. In order to freeze your hours, documentation provided should indicate the payment period. Hours cannot be frozen in advance. We do not cover dates that have not transpired .

3. Trade School (Section 4 on the Freezing of Hours Sheet)

When an apprentice attends a recognized school related to their employment for two consecutive weeks in a calendar month, their hours can be frozen. Hours cannot be frozen unless approval is provided by the Local Union office.

4. Weekly Disability Benefits

The Weekly Disability benefit Risk Analyst will freeze your hours at the end of the month. A Freezing of Hours Request Form is not required.

CONTINUATION OF FREEZING

To freeze your hours FAS must have conformation that you are receiving Disability Benefits. So in order to continue freezing your hours, you must submit pay stubs every month.

The maximum duration that your can freeze your hours for are as follows:

E.I. Sickness	4 months
Weekly Disability	4 months
WCB	4 months
Trade School	3 months

Once we have reviewed the information, we will determine if you have provided all of the information required to Freeze your hours. If we are missing information, you will be notified in writing as to what is needed in order to successfully process your Freezing of Hours Request.