

Notification of Conversion Privilege

When you terminate employment, have a change in employment status and you are no longer eligible for benefits with the District, or you retire, you have the option to convert certain benefits to an individual plan. This form provides information on your Conversion Privileges. If you have questions regarding this information, please contact your District Benefits Administrator.

Conversion Information (to be completed by Benefits Administrator and provided to Employee)

Employee's Last Name	First Name	Initial	District #
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Last day of work: _____
(mm/dd/yyyy)

Benefits eligible for conversion (Benefits Administrator please check off the benefits eligible for conversion for the Employee):

Life Benefits	Volume (where applicable)	Insurer	Policy Number
☐ Basic Life		Pacific Blue Cross	
☐ Optional Employee Life		Pacific Blue Cross	
☐ Optional Spouse Life		Pacific Blue Cross	
☐ Basic AD&D		AIG	
☐ Optional AD&D		AIG	
☐ Extended Health Care		Pacific Blue Cross	
☐ Dental Care		Pacific Blue Cross	

Please note that you can only convert coverage to an individual plan for benefits you had under the BCPSEA Buying Group.

Certain limits will apply. Please refer the "Your Benefits: FAQ" section on the BCPSEA Benefits website (www.bcpseabenefits.ca) for additional information on Conversion Privileges.

Conversion of Basic Life and Optional Life is available to employees who lose coverage on or before their 65th birthday. Conversion must be done within 31 days of the last day of work shown above without submitting evidence of good health. Should you wish to convert your Basic and/or Optional Life to an individual plan, please contact Pacific Blue Cross using the contact information provided on the Group Life Conversion Privilege Notification form that you will receive if you are eligible for Life conversion.

Conversion of Basic and/or Optional AD&D is available to employees who lose coverage on or before their 69th birthday. Conversion must be done within 90 days of the last day of work shown above. For conversion information for Basic and/or Optional AD&D coverage, please contact AIG Insurance Company of Canada at 1-800-387-4481.

Extended Health and Dental coverage can be converted to individual plans without providing evidence of good health within 60 days of the last day of work shown above. Should you wish to convert to an individual plan, please contact Pacific Blue Cross directly at 604-419-2000 or Toll Free: 1-877-PAC-BLUE. Information is also available on the website at www.pac.bluecross.ca.

Signed by the Employer: _____

Title: _____ **Date:** _____